



BOOKING STEPS

All you need to know.



THE CAPITAL
Hotels | Apartments

GOOD FOR BUSINESS



STEP 1: LOGIN ON THE WEBSITE



HOTELS & APARTMENTS ▾

EVENTS & CONFERENCES ▾

JOIN LA FAMIGLIA

CONTACT

LOGIN

BOOK

◀ HOME / LA FAMIGLIA

It's Simple
Our Family Always Pays Less



STEP 2: ENTER DETAILS & SUBMIT



Family members get the best available discounts anywhere online, and that's a guarantee from La Famiglia, or The Don will give you a free night on us.

GOT IT

MORE INFO

LOGIN OR JOIN OUR FAMILY

CHOOSE A CITY

CHOOSE A DATE

CHOOSE A ROOM

SEARCH

RESET



Email

Password

LOGIN

FORGOT PASSWORD

Not yet part of the family?
Sign up to receive your discount from the very first booking.



Not part of our family? [Signup](#)



STEP 3: BOOKING PROCESS

A screen will appear prepopulated with your details.

- Select your company that you are making the booking for;
- The city you are travelling to;
- Choose a hotel;

- Number of guests;
- and select dates.

The screenshot shows a booking interface with the following sections and elements:

- Welcome, Gillian** (with a **MY PROFILE** button)
- Start Your Booking**
- CHOOSE A COMPANY** (highlighted with a red arrow)
- ROSEBANK** (highlighted with a red arrow)
- ON BATH** (highlighted with a red arrow)
- GUESTS** section:
 - Adults: **1** (highlighted with a red arrow)
 - Children: **0**
- DATES OF ARRIVAL/DEPARTURE** (highlighted with a red arrow)
 - Select Check-in Date
 - Month: **Jan**, Year: **2019**
 - Days: Mon, Tue, Wed, Thu, Fri, Sat, Sun
- Available rooms** (empty section)
- Payment** section:
 - BOOKER DETAILS**
 - Gillian
 - Kombero
 - 0104405000
 - gillian@thecapital.co.za
 - ADDITIONAL INFORMATION (OPTIONAL)**
 - Notes and comments



STEP 3: BOOKING PROCESS

Once you have selected dates and clicked FIND A ROOM you will be served available rates on your corporate, La Famigila Rate as well our Public Selling Rate.

This allows you to choose the lowest rate.

Welcome, Natalie MY PROFILE
Start Your Booking

DLA PIPER

SANDTON

EMPIRE

DATES OF ARRIVAL/DEPARTURE

23rd November 2020 - 24th November 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

ROOMS

FIND A ROOM

Available rooms
Empire in Sandton

STANDARD ROOM

R1,240 for 1 night(s)
15% La Famigila Room Rate BOOK

R1,285 for 1 night(s)
DLA Paper Corporate Rate BOOK

R1,460 for 1 night(s)
Room Only BOOK

R1,480 for 1 night(s)
DLA Rate including Breakfast BOOK

R1,680 for 1 night(s)
Including Breakfast BOOK

Payment

BOOKER DETAILS

Natalie

Knight

0104450000

natalie@thecapital.co.za

GUESTS DETAILS

Guest details same as booker

Natalie

Knight



STEP 4: BOOKING SUMMARY

Booker details are prepopulated, insert guest details if they are different from the booker PLUS any other additional requests.

Check booking summary to ensure all booking info is in order.

Payment

BOOKER DETAILS

Gillian

Kombora

0104405000

gillian@thecapital.co.za

GUESTS DETAILS

Guest details same as booker

Gillian

Kombora

ADDITIONAL INFORMATION (OPTIONAL)

Kombora

ADDITIONAL INFORMATION (OPTIONAL)

Notes and comments

Booking Summary

City	Rosebank
Hotel	On Bath
Arrival	21 February
Departure	23 February
Nights	2
Adults	1
Children	0
Room Type	Standard Room (TestRate)



STEP 5: PAYMENT

You can use the credit card that is loaded on the system or you have the option to add a new card.

Accept the Terms and Conditions and ensure the card is set up for online transactions.

Finalise the booking and the authentication process occurs and if it is successful the transaction is completed and you will receive a confirmation.

Adults	1
Children	0
Room Type	Standard Room (TestRate)

Total: **R2,600.00**

**** 5026 ✕

New Card

By checking this box you agree to the [terms and conditions](#) of this booking



[Is your credit card set up to transact and make purchases online?](#)

BOOK & PAY



FREQUENTLY ASKED QUESTIONS

1) Can a Booker access multiple corporate rates?

A) Yes, the Booker (for an example a travel agent) can have access to all the companies they book for.

2) Can a company have multiple bookers attached to their profile allowing them to book under the company's profile?

A) Yes, a company can have multiple bookers.

3) How do I get 15% discount off the best available rate of the day and compare it to my Corporate agreement rate?

A) Sign in to view all rates on offer, including your fixed corporate rate and 15 or 20% off the flexible best rate of the day.

4) How do I get 20% off the best available rate?

A) Chat to us about structuring a deal for you if you stay more than 11 times a months with us.



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