



**VENUE BOOKING FORM 2018
EXTERNAL PARTIES**

FOR OFFICE USE ONLY			
<i>Prepared by</i>		<i>Reference Number:</i>	
	NAME	SIGNATURE	DATE
<i>Director Business Development</i>			
<i>Risk and Compliance Officer</i>			

APPLICANT DETAILS	
Name of Company:	
Business address:	
Company Registration number:	Vat Registration number:
AUTHORISED SIGNATORY DETAILS	
Full Name:	
ID Number:	
Capacity within organisation:	
CONTACT PERSON DETAILS	
Full Name:	Identity number:
Telephone:	Mobile:
Email Address:	

BOOKINGS MUST BE MADE AT LEAST 14 WORKING DAYS PRIOR TO USE OF THE VENUE
For events with an attendance of more than 300, a longer notice period is required in line with legislation

BOOKING DETAILS			
Purpose of Hire:			
Requested date/s:			
Access Time to venue:		Exit Time from venue:	
Planned Start Time:		Planned Finish Time:	
Total Attendance Number	Adults:	Youth:	Children:
Will refreshments be served?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Will any VIP dignitaries attend?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PLEASE NOTE THAT A REFUNDABLE DEPOSIT IS APPLICABLE AT 100% OF THE HIRE FEE

VENUE DETAILS			
PLEASE TICK	VENUE	CAPACITY	HIRE FEE (ex VAT)
	Main Hall	1200	R 5 450
	Senate Hall	200	R 2 500
	Student Centre	1500	R 3 300
	Library Auditorium	170	R 2 500
	Life Sciences	184	R 3 500
	S1	350	R 2 100
	DL1/ DL3	216	R 1 200
	DL2	120	R 700
	DL Classrooms	15	R 300
	GH1	350	R 3 000
	GH2/ GH3	165	R 1 100
	GH Classrooms	15-35	R 300
	POOL HIRE		
	Gala - half day (weekday)		R 4 000
	Gala - half day (Saturday)		R 4 350
	Gala - half day (Sunday)		R 5 300
	Gala - full day (weekday)		R 7 990
	Gala - full day (Saturday)		R 8 650
	Gala - full day (Sunday)		R 9 350
	STADIUM	Please contact us for pricing	
	OTHER SPORTS FACILITEIS		

Kindly note that all venue prices are subject to change

ADDITIONAL SERVICES

The costs for the additional services indicated below and are billed separately to the venue hire, are quoted at a per person per day rate unless indicated otherwise as a guide, and are subject to review. Please indicate whether the following is required:

Security Traffic Control Paramedics Cleaning & Caretakers** Safety & Compliance

**For any venue hire which falls outside UWC office hours (08:25 to 16:25) cleaning costs are compulsory

PLEASE NOTE: ANY PRE-EVENT ADVERTISING WILL BE AT AN ADDITIONAL COST, IN ACCORDANCE WITH THE UNIVERSITY APPROVED PROMOTION RATES

All applications for venue hire will be assessed for **risk and safety compliance** by the University. Any additional measures that are required for compliance, including the costs thereof, will be the responsibility of the applicant. You may be contacted by the University Risk and Compliance unit in this regard, and may be requested to provide proof of public liability insurance.

BOOKING PROCEDURE

- Complete the Venue Booking Form with all the required details.
- Read and sign the Terms & Conditions that are linked to the Venue Booking Form.
- Submit this completed and signed application form to the Venue Management Office (VMO) at **twarries@uwc.ac.za** or **tmanie@uwc.ac.za**
- The VMO will initiate the risk and compliance assessment and approvals process.
- The VMO will inform you in writing if your application has been approved.

PAYMENT DETAILS

Account Name: University of the Western Cape
Account Number: 40 5089 3930
Bank: Absa Bank
Branch: Absa Epping
Universal Branch code: 63 20 05
Ref: **invoice number, Company Name**

Only direct bank deposits are accepted by The University of the Western Cape.

PLEASE SEND THE PAYMENT CONFIRMATION VIA EMAIL TO asimons@uwc.ac.za or snitsckie@uwc.ac.za.

ANNEXURE A: Supporting Compliance documents

REQUIRED DOCUMENTS TO BE SUBMITTED WITH APPLICATION, WHERE APPLICABLE	Please tick √
Letter of Good Standing (Department of Labour)	
Proposed scope of event/ activity (Method Statement)	
Security and Medical plan	
Clear copy of green bar-coded ID or Passport of authorised signatory	
Registration number of authorised vehicles that will be on the UWC premises	
Detailed Structural Plan (if any structure will be erected)	
Copy of Company registration documents from CIPC	
Certificate of third party liability insurance	
Utility bill (proof of address) for the business and main applicant/owner	
Tax clearance certificate	

ANNEXURE B: Terms and Conditions of Venue Use at the University of the Western Cape

General

1. These terms and conditions are applicable to staff, students and private individuals and organizations (hereinafter "Applicants"), while making use of venues of the University of the Western Cape (hereinafter "UWC" or "University").
2. UWC reserves the right for any authorised officer to enter a venue on UWC premises, query the use of the venue at any time, and request documentation confirming a venue booking.
3. Violation of the terms and conditions of use may lead to action being taken by UWC against the offenders.
4. Applicants shall have no claim for damages against the University or any of its officers or staff arising directly or indirectly from the hire of the facilities howsoever arising, negligence included, by any person, including any member of the public utilizing the venue.
5. Applicants indemnify the University and hold the University harmless from and against any or all liabilities arising from any acts or omission of Applicant, its employees and/or agents and/or appointed researchers.
6. Applicants indemnify the University against all claims for costs and liabilities arising from the presence of Applicant on University property. This indemnity shall apply to any claims by Applicant its employees, students, agents and representatives for their injury or death while on University property and shall include loss or damage to Applicant property and the personal effects of Applicants employees, students, representatives and/or agents.
7. Applicants will provide proof of public liability insurance to UWC upon request.
8. A venue/joint operation centre will be established based on the risk profile of the event.
9. A duly authorised UWC official will conduct a venue inspection prior to the event when required.

Interpretation

10. In the event of any contradiction between any verbal agreement and these terms and conditions, these terms and conditions will always prevail.
11. In the event of any contradiction between any written agreement and these terms and conditions, conditions of the specific written agreement signed by a duly authorised UWC official will prevail.
12. UWC will not be liable for any verbal or written representation made by any employee with regard to the availability and anticipated use of UWC venues and facilities.
13. UWC reserves the right to update these terms and conditions from time to time, and the onus will be on Applicant to familiarise themselves from time to time with these terms and conditions.
14. Applicants may not sub-let, cede, and/or assign any of its permission for use of the venue, without permission in writing from an authorised UWC representative.

Applicant Responsibilities

15. Applicant accepts full responsibility for the hire and use of venues, the conduct of the participants and any other consequence which may arise as a result thereof.
16. The following activities are not permitted on UWC premises: **dangerous weapons, food and drinks in lecture venues, smoking inside venues.**
17. Applicant must ensure that the conditions of use of the particular venue if provided are complied with and that there is no damage to University property. The cost of any damage which might occur whilst the venue is hired will be for the account of the Applicant.
18. No illegal activities are allowed on UWC Property.
19. The Applicants venue hire and event may not interfere with the running of the primary activities of the University or the normal functioning thereof.
20. No posters, banners, flyers, flags or slogans may be exhibited or distributed on the University's buildings or displayed in any other manner on the campus except in spaces provided for such purposes, i.e., on notice boards, with prior agreement in writing from a duly authorised official.

21. If it has been allowed to carry and exhibit posters, banners, flags and slogans, to utter slogans and lyrics and singing of songs, these may not be directed at certain individuals, groups, races, religions, sexes and may not contain malicious expressions.
22. Any signage to be erected by external users must be approved in advance by UWC Risk and Compliance. UWC reserves the right to remove signage that has not been approved.
23. No terrain or building or any other facility of UWC may be entered upon nor any route followed or action taken by Applicant for which no precise prior agreement has been concluded in writing with a duly authorised UWC official.
24. Amplified sound will be allowed solely at the discretion of UWC. If allowed, sound levels must remain reasonable, and no sound checks may be done outside specified times, given academic activity in the adjacent buildings. Failure to comply may result in Applicant being barred from hiring venues at the University again.

Finances

25. 100% of the hire fee and service fee are payable in advance in order to confirm the booking.
26. Applicants will not be allowed to proceed with venue use unless payment has been received in full for the venue hire fees and service fees.
27. UWC shall be entitled to review the venue hire fees and associated services from time to time.
28. Applicant shall be charged cancellation fees based on the scale below:
 - a. Less than 7 working days' notice of cancellation: 25% of venue hire fees
 - b. Less than 3 working days' notice of cancellation: 50% of venue hire fees
 - c. Cancellation within 24 hours: 100% of venue hire fees

Acceptance by Applicant of Terms and Conditions of Venue Use at the University of the Western Cape

I _____ (Applicant), being a fully authorised signatory hereby indemnify UWC, its staff or agents and hold it harmless from any loss or damage, or all actions, proceedings or claims arising from use of the venue as requested.

Applicant Signature

Applicant Organization

Date

ANNEXURE C: Applicable Legislation

PLEASE NOTE THE FOLLOWING:

The following South African Legislation/ Acts are applicable:

- Safety at Sports and Recreational Events Act, 2010
- Occupational Health and Safety Act, 85 of 1993
- Disaster Management Act, 57 of 2002
- Fire Brigade Services Act, 99 of 1997
- City of Cape Town Community Fire Safety By-Law, 2004 & Amendment 2008
- SANS 10366:2006 – Health and Safety at Events – General Requirements
- SANS 10400:1990 – Application of the National Building Regulations
- City of Cape Town Events By Law, 2008

UWC will, during the event, inspect compliance with the applicable legislation.

All vendors will be audited by the UWC Risk and Compliance (R&C Department) and their activities monitored to ensure legal compliance. The following aspects will be audited, where applicable:

- Health and Safety Policy
- Health and Safety Plan
- Letter of good standing with the Compensation Fund or FEM
- Appointment of key personnel (supervisors, riggers, scaffolders etc)
- Risk Assessment and safe work procedures
- Fall protection Plan
- Checklist and registers for tools, equipment and vehicles
- 37.2 Mandatary Agreements with event organisers and sponsors
- 37.2 Mandatary Agreements between contractors and subcontractors
- Safety Induction registers