



VENUE BOOKING FORM FOR UWC STAFF AND STUDENTS

(MEETINGS, WORKSHOPS, CONFERENCES, SEMINARS)

APPLICANT DETAILS

Full Name:	
Faculty/ Department/School/Unit/SRC Body:	Staff/ Student number:
Telephone:	Email Address:
Entity number(s) to be charged for any additional services:	

PLEASE NOTE: BOOKINGS MUST BE MADE 10 WORKING DAYS PRIOR TO THE EVENT

****For events with an attendance of more than 300, a longer notice period is required in line with legislation**

BOOKING DETAILS AND INFORMATION FOR RISK ASSESSMENT

Event Description and detail			
Preferred Venue:			
Purpose of Hire :	<input type="checkbox"/> CONFERENCE	<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> SEMINAR/LECTURE
	<input type="checkbox"/> MEETING	<input type="checkbox"/> SOCIAL EVENT	
Hire 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 If YES, provide details of what will be served.			
Will any VIP dignitaries attend? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide details of the VIP dignitaries attending.			

ADDITIONAL SERVICES

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

- Security (from R350) Traffic control (R500) Paramedics (R200/hour)
- Cleaning & Caretakers** Safety & Compliance (R350/hour)

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

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 UWC Risk and Compliance officials for further information about the venue use, in this regard.

Order numbers for additional services must be processed prior to the use of the venue

AUDIO VISUAL SERVICES (AVS) REQUIREMENTS

Please complete an AVS form available from the UWC S Drive/ICS Folder to indicate the AVS requirements for the venue use. The AVS form should be completed at least 48 hours in advance and be sent to the contact details on the form.

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.
- Obtain the required signatures.
- Submit this completed and signed application form to the Venue Management Office (VMO) at vmo@uwc.ac.za
- The VMO will initiate the risk and compliance assessment and approvals process.
- If necessary, the UWC Risk and Compliance officials may be in contact with you to obtain more information in order to provide clearance for the venue use.
- The VMO will inform you in writing if your application has been approved.

Terms and Conditions of Venue Hire 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. A venue/joint operation centre will be established based on the risk profile of the event.
6. A duly authorised UWC official will conduct a venue inspection prior to the event when required.
7. Where Applicant is a UWC staff member or SRC club or society representative and is requesting venue use for the associated regional or national organisation, or a parent organization to which they are affiliated, such bookings (example for a regional meeting or national conference) will be considered external bookings and venue hire fees, and associated costs for will apply.

Interpretation

8. In the event of any contradiction between any verbal agreement and these terms and conditions, these terms and conditions will always prevail.
9. 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.
10. 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.
11. 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.

Applicant Responsibilities

12. 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.
13. The following activities are not permitted on UWC premises: dangerous weapons, food and drinks in lecture venues, smoking inside venues.
14. 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.
15. No illegal activities are allowed on UWC Property.
16. The Applicants venue hire and event may not interfere with the running of the primary activities of the University or the normal functioning thereof.
17. 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.
18. 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.
19. 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.
20. 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.

Endorsement and Signatures

Application

I _____ (name), accept the Terms and Conditions of Venue Use at the University of the Western Cape, and hereby request use of the UWC venue, for the purpose indicated. The Department/School/Unit/SRC or SRC affiliated body accepts the financial and operational responsibility linked to use of the venue, and confirm that there are sufficient funds available to settle any fees linked to this venue booking.

Applicant Signature

Department/School/Unit

Date

Budget Confirmation (only for bookings by SRC affiliated clubs and societies)

As SRC Administrative Secretary confirm that sufficient funds are available in the entity of the Applicant Organisation and endorse the booking.

Signature

Name

Date

Endorsement (only for bookings by SRC affiliated clubs and societies)

I _____ as *Student Governance Officer/**Representative of the Office of the DVC Student Support/Department Chair/Director of School approve the venue booking.

*The Student Governance Officer must approve venue use, where there are *less than 50 people in attendance*, after budget confirmation by the SRC Admin Secretary.

**The Office of the DVC Student Support must approve venue use where there are *more than 50 people in attendance* after budget confirmation by the SRC Admin Secretary.

Signature

Name

Date

UWC OFFICE USE ONLY	
Reservation Number:	_____
Safety and Events Compliance (Name, Date and Signature):	_____
Venue Management Office (Name, Date and Signature):	_____