

NELSON MANDELA UNIVERSITY AUDITORIUM
CONDITIONS OF HIRE AND BOOKING SHEET

1. BOOKING FORM

Please note:

- All details are compulsory, should you not complete the form as required the booking will not be confirmed. The NELSON MANDELA UNIVERSITY reserves the right to decline any booking requests that do not meet with the University image and profile.
- Please ensure that the CORRECT venue NAME and SPELLING is used on all your Advertising and Marketing Material.

CLIENT DETAILS

Company/Organisation Name			
Daily Contact Person			
Postal Address		Phone Number	
Vat number:		Fax Number	
		Cell Number	
Email Address			

EVENT DETAILS

Date of Event			
Set up time			
Venue Booked (Please tick which venue)		Goldfields Auditorium (University Way, North Campus)	
Security Required (Additional Charge)	Number of guards Time start Time End		

The current security service provider is required to provide any additional security requirements. Please confirm the current rate per guard.

Event Start Time		Event End Time		
Event Name				
A contact name for referrals & ticket sales				
A contact number for referrals & ticket sales				
Type of Event (tick)	Musical Concert	Conference	Theatrical Play	Other

If Musical Please specify type of music and potential audience

If Conference please specify the topic of conference and delegate target market

If theatrical play please specify the type of performance and the potential audience

If Other, please specify in as much details as possible

Please refer to the conditions of hire for the following:

- The serving of alcohol
 - The NELSON MANDELA UNIVERSITY has a **NO GLASS** policy for all campuses.
- The provision of catering and tuck shop facilities

2. **CONDITIONS OF HIRE**

1. **SEATING CAPACITY**

Seating capacities of the various venues **may not under any circumstances be exceeded.**
Sitting or stand

2. **FIRE HAZARDS**

- 2.1 It is the responsibility of the Hirer to familiarise him/her self with the municipal laws and by-laws regarding fire hazards and precautions and to follow these at all times during the period of hire.
- 2.2 Prior permission must be obtained from the NELSON MANDELA UNIVERSITY for the use of smoke devices on stage and also where the nature of the production necessitates smoking on stage.
- 2.3 Heaters of any sort are not allowed in any of the venues.
- 2.4 Smoking, eating in the passage or on the stairs of any of the venues is not allowed. or drinking (other than water) in any venue is not allowed under any circumstances.
- 2.5 Only approved electrical power supplies may be used for lighting and any other electrical equipment.
- 2.6 In the event of a fire, Hirers, their guests and audiences are to vacate the venue in an orderly fashion by way of the demarcated exits. All doors and windows are to be closed.

3. **RENTAL**

The various rates for the rental of facilities can be obtained from the **Conference and Functions Co-ordinator.**

4. **METHOD OF PAYMENT**

- 4.1 **Deposit; Proof of deposit to accompany booking form**
50 % Deposit is required to confirm the booking. **The balance is payable on or before the booking date.** Failure to do this will result in termination of any tentative booking. This may be done without prior notification to the client.
- 4.2 Bank Details
STANDARD BANK - RINK STREET
BRANCH CODE : 05-04-17-00
ACCOUNT NO. : 080 263 011
CURRENT ACCOUNT

The DEPOSIT SLIP **MUST BE FAXED** to Sheelagh Badenhorst 041 – 504 3625.

Cheques and postal orders are to be made payable to "NELSON MANDELA UNIVERSITY". **All payments must include the name of the conference/function as well as the names of the organisation and contact person.**

5. CANCELLATION FEE – ALL CANCELLATIONS MUST BE IN WRITING (no verbal communication will be accepted)

- 5.1 If a conference or function is cancelled within 7 days prior to the date on which the conference or function was supposed to take place, a cancellation fee of 50% of the initial rental will be charged.
- 5.2 If a conference or function is cancelled within 48hrs or less prior to the date on which the conference or function was supposed to take place, the full venue hire will be charged.
- 5.3 The booking is not confirmed until receipt of the signed contract.
- 5.4 The tentative booking will be held for 7 days, should you not confirm within this time period the booking is automatically cancelled.

6. RESPONSIBILITY

- 6.1 Hirers will be held liable and responsible for any losses or damages sustained by the NELSON MANDELA UNIVERSITY to its buildings, equipment, furniture or accessories during the period of hire, unless such damage or loss was incurred due to negligence on the behalf of a NELSON MANDELA UNIVERSITY employee.
- 6.2 Should any equipment be found to be in a defective condition at the outset of the conference/function, **the Hirer must report such defect to the Conference Co-ordinator or Campus Control personnel before using it.** If no report is submitted, it will be accepted that all equipment was found to be in order.
- 6.3 Hirers must remove all equipment, documents and other possessions that belong to them, or which were obtained from other sources and do not belong to the NELSON MANDELA UNIVERSITY, on the last day of the conference/function. Should any possessions not be removed within SEVEN (7) days, the same shall be confiscated and disposed of at the NELSON MANDELA UNIVERSITY's discretion.
- 6.4 Hirers are expected to ensure that the venue is in an orderly and neat state before they leave. **Any costs incurred by the NELSON MANDELA UNIVERSITY for additional cleaning after a function will be charged to the Hirer.**
- 6.5 The Vice Chancellor of the NELSON MANDELA UNIVERSITY, or his authorised representative, reserves the right to enter the rented venue at any time.
- 6.6 The Hirer (or his representative) shall, at the NELSON MANDELA UNIVERSITY request, remove any person from the premises whose behaviour is not acceptable to the NELSON MANDELA UNIVERSITY.
- 6.7 Refreshments are not allowed in any of the venues.

7. STAGE AREA - ALL VENUES

- 7.1 Nails, screws or any other fastening devices may not under any circumstances be used to mount decor or other equipment onto the floor in any way.
- 7.2 Decor may not under any circumstances be constructed or painted on stage.

8. AUDIO VISUAL EQUIPMENT / LIGHTING

- 8.1 All venues are hired as is. The NELSON MANDELA UNIVERSITY does not provide any equipment. Lighting and all sound equipment is the clients' responsibility. This includes extra tables, chairs required.

9. INDEMNITY

The NELSON MANDELA UNIVERSITY accepts no liability in the event of accidents leading to physical injury/disablement or death.

The NELSON MANDELA UNIVERSITY further accepts no liability in the event of loss or damage to any property brought onto the premises irrespective of whether such loss or damage arises from fire, theft or any other cause, or as a result of negligence (gross or otherwise) or a wrongful act committed by any person whether in the employ of the NELSON MANDELA UNIVERSITY or not.

10. CAMPUS CONTROL (SECURITY)

On a Saturday, Sunday, Public Holiday or after hours a campus control staff member will open and close the particular venue on request.

11. CATERING & BAR FACILITIES

- 11.1. Under no circumstances may the client provide their own catering or bar facilities. This must be discussed with the Conference Coordinator.
- 11.2 No food or drink is permitted inside the Auditoriums
- 11.3 Should the hirer wish to apply for special consent to operate a temporary tuck shop or bar facility this request must be done in writing, to the conference co-ordinator, with the details of the proposed service, items to be sold and time of operation.

3. VENUE CAPACITY AND RATES

GOLDFIELDS AUDITORIUM

Location NELSON MANDELA UNIVERSITY, North Campus:University Way,
Summerstrand.

Capacity 654 Cinema style seating (Raked Floor)

Weekday Charge R5000.00 per Day excluding vat

To avoid any misconceptions or confusion it is important to note that the Auditorium is hired out as a fixed seated venue with a stage only.

The following is NOT available:

- Sound Equipment of any sort
- Stage/Special Effect Lighting
- Piano
- Additional Tables
- Additional Chairs
- Audio Visual Equipment including Screens

ALL OF THE ABOVE IS THE HIRERS RESPONSIBILITY AND AT YOUR OWN COST.

Day Before set up/Rehearsal

Security R150.00 Per Hour

Venue Usage R250.00 Per Hour

Recommended Audio & Lighting Professionals

SAW Sound Audio Works

Ph 041 365 7801 Fax 041 365 7803 083 659 2033

MAGNETIC STORM

Ph 041 393 4800 Fax 041393 4899

AV DESIGNERS

Chris Davidge

Ph 041 586 2414 Fax 041 585 8421 082 556 4581

Client Signature: _____

Date: _____