



APPLICATION TO USE FACILITIES

* Please note: This is a preliminary document. No booking may be regarded as being confirmed until the Contract is signed by the hirer and the Sports Administration Department. All sections of this form to be completed in full before this application can be processed

Rafik Fridi – Functions and Events Officer

Telephone: 011 717 9406 Fax : 086 553 6092 e-mail : rafik.fridi@wits.ac.za

1.	External Company/Organisation	
	Name of Company	
	Name of responsible person	
	*Company Registration Number	
	*Company VAT Number	
	Physical Address	
	Postal Code	
	Postal Address	
	Postal Code	
	Telephone Number	
	Fax no	
	Cell no	
	E-mail Address	
2.	Wits University Events (Internal use)	
	Name of Dept/Club/Society/Management	SDLU
	Contact Name	Thmbi Dlamini
	Telephone Number	79225
	E-mail Address	Thembelihle.dlamini@wits.ac.za
3.	Name of Venue/Facility Required :	
	Bozzolli Hall	

4.	Dates/Times and purpose venue required (take into account times for setting up, rehearsal etc)		
	Purpose		
	Date/s		
	Times		
5.	Full Details of Function (VIP's, Guest Speakers & Programme of events to be attached)		
5.a	<u>INTERNET: WIRELESS IS AVAILABLE AT STURROCK PARK VENUES</u> HOWEVER A LIST OF DELEGATES NAMES & SURNAMES FOR WIRELESS INTERNET ACCESS IS A MUST, NO ACCESS IS GRANTED AT VENUE ON THE DAY (LIST NEEDED 1 WEEK PRIOR TO EVENT START)		
6.	Expected number of Participants: 120		
	Open to general public	YES	NO
6a	Please attach a document with a list of all delegates' names, for security access control purposes. They will not be given access to the University if their name is not listed.		
7.	Equipment required (Data projector, flipcharts, Whiteboards, screen, Podium, PA System, various microphones, etc)		
8.	Setup required (U-shape, theatre, schoolroom, dinner dance, etc)		
9.	Alcohol to be served and/or sold? (refer to procedure for Temporary Liquor License)		
10	Catering/Refreshments – <ul style="list-style-type: none"> • Snacks/ Finger Foods, Buffet lunch or dinner etc • Tea/coffee breaks, biscuits or pastries/ sandwiches, etc • Service Times required of breaks /lunch etc. • Menu's available on request (Only Wits approved caterers are allowed to be used on campus) 		
11	Please attach copies of relevant documents, e.g. motivation, programme of events etc.		
12	(Wits function only) Internal Wits Approval by SDLU/SRC/Residence Office/Wits Sport required		
	Name		
	Designation & Date		

PLEASE NOTE THE FOLLOWING CONDITIONS:

1. 14% VAT to be added for non-University clientele
2. Booking of a function is NOT confirmed until we are in receipt of your signed application form and venue usage has been agreed to.
3. Non-University clients are required to pay the full amount in advance (14 days).
4. University clients to pay with Requisition before start of event or function.
5. There is a cancellation fee of 75% of total invoice if an event is cancelled within 72 hours of intended starting time.
6. Strictly no alcohol allowed to be SOLD, without Liquor licence approval
7. Only Wits approved catering vendors will be allowed to provide food at the facilities. No cooking or braaing of any sort is allowed by the lessee. Tuck-shops in designated areas are allowed, with prior approval.
8. For Security purposes, the cost of a guard/s will be incorporated into your invoice if needed.
9. For cleaning purposes, the cost of Supercare Cleaners will be incorporated into your invoice if needed.
10. Neither the University of the Witwatersrand, nor Sports Administration accepts any Responsibility for any loss or injury incurred whilst using our facilities and venues on any Wits Campus.

Please be aware that all of our venues are Non-smoking venues.

If the application is approved, I confirm that being the duly authorized user; I will undertake to do the following:

1. To pay the full amount in advance – i.e. as soon as I receive notification that the application has been approved.
2. To pay the University of the Witwatersrand for the use of the venue, at least 14 day before the event
3. Pay the following additional costs where applicable:
 - 3.1 any additional security guards required
 - 3.2 overtime for staff, who must be present during the function and remain to lock up
 - 3.3 hire of any additional equipment
4. Abide by all conditions laid down for the use of Sports Administration venues as set out below:
 - 5.1 Provisional bookings will be held for a maximum of two weeks
 - 5.2 All dates are binding once they have been confirmed. The Facilities Office has to be notified no less than 30 days in advance of any requested change in date. If this is not the case any payments/deposit will be forfeited.
 - 5.3 The user is liable for cleaning up of all décor and the removal of equipment directly after the event.
 - 5.4 The user is liable for any damage or loss sustained by Wits Sports Administration, which is attributed to the user and/or guests.
 - 5.5 Sports Administration is not liable for any damage to, or loss of, possessions or equipment, including musical instruments etc, brought to the venue by the user.
 - 5.6 Sports Administration is not liable for any inconvenience or loss as a result of an interruption in electricity, air conditioning or water services, breakdown of equipment, or any other occurrence of whatsoever nature which may be experienced in connection with the provision of such services, and Sports Administration shall not be responsible for any refund or claims by any members, invitees or clients of the user who at any time are in the venue in connection with the function.**
 - 5.6 A caretaker/staff member nominated by Sports Administration shall at all times be on duty when the venue is in use. The user shall be charged for this service, particulars of

which will be provided by the Facilities Office.

5.7 No inflammatory, explosive or toxic material of any description may be brought into the premises.

5.8 The user is solely responsible for receiving and dispatching deliveries arranged for by him.

5. The user by signing the application form also accepts the conditions for the use of the venue/s and undertakes that all her/his staff and associates connected with the usage are or will be made conversant with them.
6. The user hereby indemnifies Sports Administration and holds it harmless against any claims for damage or otherwise which may be brought against it by any person by reason of injury or damage to person or property arising during the course of the function/s at the venue or within the precincts of Sports Administration facilities.
- 7. POWER FAILURES: Wits Sports Administration cannot be held liable for any loss of power during the period of your event/function/conference, being held at our venues/facilities.**
8. In general Sports Administration facilities will be made available for functions of an educational, prestigious business and/or cultural nature only, and Sports Administration shall be entitled to reject this application in its sole and absolute discretion.

BANKING DETAILS:

*EFT /Direct deposit can be made into the following account:

**WITS SUNDRY DEBTORS
FNB – BRAAMFONTEIN BRANCH
BRANCH CODE: 251905
ACCOUNT NUMBER: 62077141580**

This reference number MUST appear on the deposit slip : 4514

9. The acceptance or rejection of this application shall be communicated to the user at the address or fax given on the application form. At no time shall the user assume that venues have been authorized until a letter to that effect has been received.

I warrant and represent by my signature that I am duly authorized to represent the user and that I have authority to bind the user to all the terms and conditions set out herein.

Name of representative: _____Nicole Msomi_____

Capacity/position held: _____SDP_____

Signature: _____N Msomi_____

For Official Use Only:

Venue

Staff

Equipment

Other