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| **FACILITY MANAGEMENT OFFICE**  Western Cape Sport School  1170 Nooiensfontein Road  Kuilsriver  7580  T: 021 200 4886/7  E: [jerrykapel@yahoo.com](mailto:jerrykapel@yahoo.com) | | | | | | | | |
| **FACILITY BOOKING FORM FOR EXTERNAL PARTIES**  PLEASE COMPLETE, SIGN AND RETURN TO WESTERN CAPE SPORT SCHOOL | | | | | | | | |
| **APPLICANT DETAILS** | | | | | | | | |
| Name of Company: | |  | | | | | | |
| Street Address: | |  | | | | | | |
| Suburb: | |  | | | | | | Code: |
| Tel: | | | | Fax: | | | | |
| Email: | | | | | | | | |
| **CONTACT PERSON DETAILS** | | | | | | | | |
| Full Name: | | | | | | | | |
| Tel: | | | | Mobile: | | | | |
| Email: | | | | | | | | |
| **BOOKINGS MUST BE MADE 10 WORKING DAYS PRIOR TO USE OF VENUE\***  **\*FOR BOOKINGS WITH AN ATTENDANCE OF MORE THAN 300, A LONGER NOTICE PERIOD IS REQUIRED IN LINE WITH LEGISLATION** | | | | | | | | |
| **BOOKING DETAILS** | | | | | | | | |
| Purpose of Hire: | | | | | | | | |
| Hire Date/s: | | | | | | | | |
| Hire Date In: | | | | Exit Date Out: | | | | |
| Access Time In: | | | | Exit Time Out: | | | | |
| Planned Start Time: | | | | Planned Finish Time: | | | | |
| Total Attendees: | | | Adults: | Youth: | | Children: | | |
| **PLEASE NOTE THAT A NON-REFUNDABLE BOOKING DEPOSIT OF 10% IS APPLICABLE**  **SUCH DEPOSIT WILL BE CREDITED TO YOUR ACCOUNT BUT WILL NOT BE REFUNDED IN THE CASE OF CANCELLATION** | | | | | | | | |
| **PLEASE TICK** | **VENUE** | | | | **ATTENDEES MALE** | | **ATTENDEES FEMALE** | |
|  | Hostel Adults | | | |  | |  | |
|  | Hostel Children | | | |  | |  | |
|  | Main Hall | | | |  | |  | |
|  | Blue Gym | | | |  | |  | |
|  | Dance Studio | | | |  | |  | |
|  | Classroom/s x | | | |  | |  | |
|  | Athletic Track | | | |  | |  | |
|  | Sports Field | | | |  | |  | |
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| Will Refreshments / Meals be Served: Yes / No | | | | | | |
| If Yes: Please Indicate and Tick (First Row Example) | | | | | | |
| Days: | 2 | Breakfast |  | Total | 20 | Fee Per Person Per Meal |
| Days: |  | Breakfast |  | Total |  | R55.00 |
| Days: |  | 10AM Tea |  | Total |  | R25.00 |
| Days: |  | Lunch |  | Total |  | R65.00 |
| Days: |  | 4PM Tea |  | Total |  | R25.00 |
| Days: |  | Supper |  | Total |  | R65.00 |
| Days: |  | Snack Pack |  | Total |  | R45.00 |
| **\*\*WCSS RESERVES THE RIGHT TO CHANGE PRICING AT THEIR DISCRETION** | | | | | | |
| **ADDITIONAL SERVICES** | | | | | | |
| **The onus rests with Applicants to procure their own security, paramedics, transport etc. for their event.**  **The costs for additional services indicated below are billed separately to the venue hire, are quoted at a per person/item per day rate unless indicated otherwise as a guide and is subject to review. Please indicate if any of the following is required.**  **Flowers Sound Tables & Chairs  Bedding Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Any additional requirements will be for the applicant’s account.** | | | | | | |
| **BOOKING PROCEDURE** | | | | | | |
| * Complete the Facility Booking Form with all the required details. * A quote will be submitted to you for your perusal and acceptance. * Read and sign the Terms & Conditions that are linked to the Facility Booking Form. * Submit this completed and signed application form to the Facility Management Office at [jerrykapel@yahoo.com](mailto:jerrykapel@yahoo.com)The Facility Manager will initiate the booking process once the 10% non-refundable booking fee has been submitted and confirm your booking in writing. | | | | | | |
| **PAYMENT DETAILS** | | | | | | |
| Account Name : Western Cape Sport School  Account Number : 406 725 7422  Bank : ABSA  Branch Code : 632005  REFERENCE : Company Name + Invoice Number (IN10000001)  PLEASE SEND PROOF OF PAYMENT VIA FAX: 086 5385877, OR EMAIL: [jerrykapel@yahoo.com](mailto:jerrykapel@yahoo.com) | | | | | | |
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**TERMS & CONDITIONS OF FACILITY USE AS THE WESTERN CAPE SPORT SCHOOL (WCSS)**

**GENERAL**

1. These terms & conditions are applicable to staff, private individuals and organizations (hereinafter “Applicants”), while making use of the facilities of the Western Cape Sport School (hereinafter “WCSS” or “School”).
2. WCSS reserves the right for any authorized official and/or school Governing Body (hereinafter “SGB”) member to enter a venue on the premises WCSS premises, query the use of the venue at any time and request documentation confirming a venue booking.
3. Violation of the terms & conditions of use may lead to action being taken by WCSS against offenders.
4. Applicants shall have no claim for damages against the WCSS or any of its members or staff arising directly or indirectly from the hire of the facilities howsoever arising, negligence included, by any organization, including any member of the public utilizing the venue.
5. Applicants indemnify the WCSS and hold the school harmless from and against any or all forms of liabilities arising from any acts or omission of Applicant, its employees and / or agents.
6. Applicants indemnify the WCSS against all claims for costs and liabilities arising from the presence of Applicant on WCSS property on WCSS property. This indemnity shall apply to any claims by Applicants, its employees, students, guests, agents and representatives for their injury or death while on WCSS property and shall include loss or damage to Applicant property and the personal effects of Applicant, their employees, students, guests, agents and / or representatives.
7. A duly authorized WCSS official will conduct a venue / facility inspection prior to the event when required.

**INTERPRETATION**

1. In the event of any contradiction between verbal agreement and these terms & condition, these terms & conditions will always prevail.
2. In the event of any contradiction between any written agreement and these terms & conditions, conditions of the specific written agreement signed by a duly authorized WCSS official will prevail.
3. WCSS will not be liable for any verbal or written representation made by any employee with regard to the availability and anticipated use of WCSS venues and facilities.
4. WCSS reserves the right to update these terms & conditions from time to time; and the onus will be on the Applicant to familiarise themselves from time to time with these terms & conditions.
5. Applicants may not sublet, cede, assign any of its permission for use of WCSS facilities, without permission in writing from an authorized WCSS official.

**APPLICANT RESPONSIBILITIES**

1. Applicant accepts full responsibility for the hire and use of the facility, the conduct of the participants and any other consequence which may arise as a result thereof.
2. The following activities are not permitted on WCSS premises: **dangerous weapons, alcohol, drugs, smoking and inside venues or preparation and eating in hostel rooms.**
3. Applicants must ensure that the conditions of use of a particular venue if provided are complied with and that there is no damage to WCSS property. The cost of any damage which might occur whilst the venue is hired will be for the account of the Applicant.
4. No illegal activities are allowed on WCSS property.
5. The Applicants venue hire and event may not interfere with the running of the primary activities of the WCSS or the normal functioning thereof.
6. No posters, banners, flyers, flags or slogans may be exhibited or distributed on the WCSS buildings or displayed in any other manner on the school grounds except in spaces provided for such purpose, i.e. on notice boards with prior agreement with duly authorized official.
7. If it has been allowed to carry and exhibit posters, banners, flyers, 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.
8. Any signage to be erected by external users must be approved in advance by WCSS authorized official. WCSS reserves the right to remove signage which has not been approved.
9. No terrain or building or any other facility of the WCSS 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 authorized WCSS official.
10. Amplified sound will be allowed solely at the discretion of WCSS. 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 and facilities again.
11. Arrival list of busses and registration numbers to be supplied to facilities manager prior to arrival.
12. No vehicles to be parked on grass or athletics track.
13. WCSS security has the right arrest any person not adhering to the terms & conditions as set out above.

**FINANCES**

1. 100% of the hire fee and service fee is payable in advance in order to confirm the booking.
2. Applicants will be allowed to proceed with facility use unless payment has been received in full.
3. No changes to quotes will be done after acceptance
4. WCSS shall be entitled to review the facility hire fees and associated services from time to time.
5. Applicant shall be charged cancellation fees based on the scale below

* Less than 7 working days’ notice of cancellation: 25% of facility hire fee
* Less than 3 working days’ notice of cancellation: 50% of facility hire fee

**ACCEPTANCE BY APPLICANT OF TERMS & CONDITIONS OF VENUE USE AT THE WCSS**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant), being duly authorized signatory, hereby indemnify WCSS, its SGB and its staff and hold it harmless from any loss or all actions, proceedings or claims arising from use of the facility as requested.

**Applicant Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For and on behalf of (Name of Organisation)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **WCSS OFFICE USE ONLY** |
| Reservation Number : ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of WCSS Official : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Office Contact : ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WCSS Official Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |