

University of South Africa Muckleneuk Ridge Conference Center

An Ideal Place to Convene!



Send application to: Department of Building Administration
Halls Committee
P. O. Box 392
Unisa
Pretoria
0003

**Tel: (012) 429 – 3103
Fax :(012) 429 – 3260
E-mail: heibepj@unisa.ac.za**

Name _____

Person responsible for account _____

Address _____

Signature _____

Telephone _____

Cell _____

Particulars concerning proposed use of Facilities

Name of artist(s) or main

Speaker(s) _____

Number of people _____

Name and title of guests of honor (attach list if necessary)

Will the function benefit a charity / education institute or community service?

Date(s) of function _____

Duration of function(s) _____ from _____ to _____

(Preparation and cleaning-up time included)

Will there be an admission fee charged?

Please note that the venues are rented out per session and are only available during the

following hours: whole day 08:00 – 17:00 1st session.

 Evening 17:00 – 23:00 2nd session.

VENUES ARE NOT AVAILABLE ON PUBLIC HOLIDAYS, SUNDAYS OR DURING UNIVERSITY HOLIDAYS.

note: No media facilities will be provided without prior arrangement

Item Required mark with x _____

Overhead projector _____

Slide projector _____

Public address system _____

Podium Microphone _____

Video cassette player: Multi standard

VHS _____

Video monitor _____

Video projector _____

Interface _____

VGS/GGA/EGA _____

N.B.: Applicant to supply own computer

Catering Facilities

Contact (012) 429 – 2847

Halls Manager

Contact 082 880 4933

GENERAL RULES AND CONDITIONS FOR THE USE OF UNIVERSITY FACILITIES

1. The person who signs the application form on behalf of the user, guarantees that (s) he has the authority to do so, and that the user shall fulfill his obligations.
2. The hiring tariffs and service charges are **PAYABLE IN ADVANCE**. The right of refusing an application is reserved. Facilities of the University may be reserved on payment of a 10% deposit of the total amount charged (which will be forfeited if the booking is not completed) the balance to be paid not later than 10 days before the event in question. **NO public announcements may be made until the booking has been accepted and confirmed by the University.**
3. The University will not be liable for any damages or loss of any nature to the USER, his employees, clients, patrons, agents, etc for example without derogating from the generality of the afore going, in consequence of any failure or defect in the arrangements for the lighting, air-conditioning or water supply to the hall and other accommodation, however caused.
4. If extra rooms are required beyond those specified in the application form, application must be made to the secretary of the Halls Committee, who may, grant the use of and fix the charge for such rooms.
5. Unless otherwise agreed, the cloak rooms will be in the care and custody of the USER, who must provide his own attendants and be responsible for any faults or loss that may occur.
6. The USER is responsible for, and shall make good, any breakages or damages of any description to the hall, furniture, fittings or other property of the University that has occurred during the period of the hiring. Should any articles of furniture, etc. be found defective by the USER, the same must be pointed out to the Halls Manager or person on duty before being used; failing this, everything will be considered as being in proper order. Any article owned by the University lost or missing from rooms during, or in connection with, any engagement, must be paid for by the USER.
7. The University does not under any circumstances accept responsibility or liability in respect of any damages to or loss or any property or articles whatsoever placed or left upon the premises by the USER, his/her employees, guests, clients, patrons, etc.
8. The right is reserved for any authorized officer of the University to enter, at times, the halls or premises made available.
9. No posters, notices, placards, decorations, flags, streamers, emblems or advertisements may be erected or exhibited on or in the halls or any entrances to the hall or grounds without the consent of the University.
10. No internal decorations of any description, except floral decorations, will be permitted without the consent of the University. No nails, screws or similar objects shall be affixed to any part of the buildings or equipment.

11. Authority for any exhibition whatsoever must be obtained beforehand from the University.
12. No furniture or articles which are the property of the University shall be allowed to be taken out or removed from any venues, halls or rooms by the USER.
13. After every function the facilities are to be inspected by the Halls Manager or person on duty and the USER, or anyone deputed by him/her on his/her behalf, and all damages there and then noted.
14. The University reserves the right to cancel the agreement with the USER without payment of any compensation for any possible loss to the user in the event of any breach of contract by the USER or of the University being of opinion that the cancellation would be in the interest of law, morality or the safety of the University.
15. The making available of facilities in terms of this agreement shall not be deemed to convey any sanction by the University for the performance or exhibition of musical or other work without the consent of the owner, the copyright thereof in any form, including the performing right. The user must obtain the consent of any such owner to such extent as may be required by law. If so requested by the University, the USER shall produce proof to his satisfaction of the grant of such consent prior to any such work be immediately withdrawn on its demand from performance or exhibition, summarily to cancel the agreement with the USER on written notice to that effect that the right of the USER to the use or continued use of the hall, shall immediately cease, the university may exclude the USER and his servants or licenses there from and refuse to give access thereto, and shall not be liable to make good or refund any service charge paid in advance or otherwise for the use of the facilities.
16. The USER shall compensate and indemnify the University against all claims for an injunction, damages or otherwise and for costs, including costs of the attorney, that may be made against it by reason of an infringement by the USER, or any agent, employee, booking agent or servant of the USER whilst using the facility, of the copyright in any form of any person or Company and the conduct (including external advertisements and broadcasts) of any performance, work or act herein.
17. No piano, other than those belonging to the University may be brought into the premises hired, except with the consent of the University. The USER undertakes to pay for the tuning of the piano by the University.
18. Should it be necessary to move a piano, the USER must arrange with the University for this to be done. Permission to use a grand piano or the organ must be obtained beforehand.
19. NO overcrowding of the hall shall take place, and the number of persons allowed in the hall shall be limited to the seating capacity of the particular hall. No persons shall be allowed to congregate in the passage, aisles or doorways of the hall. When the available seating capacity is occupied, the USER of the hall shall prevent the admission of any more persons.
20. Naked light of any description is prohibited.

21. The use of portable stoves, ovens or other cooking or heating apparatus is prohibited, unless the permission of the University has been obtained beforehand.
22. The electric lighting installation may be operated only by an official Unisa person.
23. No spirituous and other liquors may be sold or provided at any function without the prior permission of the University.
24. In the event of any function or meeting being held at the same time in any of the other halls in the building, the University will not be responsible or liable in any way for any noise or any disturbance, which may interfere with the function or meeting, the facility hereby reserved.
25. No person shall obstruct any gangway, passage, corridor, stairway or any other means of entrance or emergency exit route by placing therein – chairs tables and all other equipment used during the function.
26. No person shall lock, bolt or otherwise fasten any door/fire door provided for the purpose of public entrance or fire/exit in such a manner that the same can not be instantaneously opened with or without a key.
27. No person shall willfully obstruct from view and avoid access to any emergency equipment; conceal or obliterate the notices re: emergency warning signs displayed throughout Unisa.
28. No USER shall fail or neglect to keep in proper condition any arrangements of fire fighting equipment and notices or emergency signs provided as safeguards against fire or accidents.
29. No USER shall fail to keep any exit staircases, passages, fire corridors, porches and other means of escape routes, ingress or egress, properly lighted.
30. All functions held in the University shall conform to the safety requirement of the local fire department; including by-laws and regulations. All functions should comply with the laws of the country.
31. When the facilities of the cafeteria are used, these rules are applicable, **mutatis mutandis**.
32. When a USER uses the telephone service of the University, he accepts responsibility for the payment of all calls made by persons attending the function, at rates fixed by the University.
33. The making available of facilities does not necessarily include the provision of parking facilities.
34. No facilities made available by the University may, without prior consent of the University be made available to a third party by the USER.
35. The University reserves the right to keep out no more than 5% of the seats for each function, free of charge, and to use them at its own discretion.

36. The University reserves the right to change the tariffs at any time. Agreements that have been concluded remain in force.
37. Additional facilities provided will be that of the University, except if other arrangements were agreed upon.
38. All catering must be agreed between the Catering Department and the USER.

Client's signature _____

REQUIRED ON EACH PAGE OF "GENERAL RULES AND CONDITIONS"

UNISA Official's signature _____

Payment

Unisa Muckleneuk Hill Conference Center payable on the following allocation:

10006/75000

Or to deposit in the following Unisa Account. ABSA SUNNYSIDE account number:

010000114; Branch Code 334-545

Reference number 1006/75000

Please fax receipt or deposit slip to (012) 429 – 3260 for confirmation of booking and proof of payment.

FOR OFFICE USE

Receipt No.: _____

Application No.: _____