

# The Novalis Ubuntu Institute

[www.novalis.org.za](http://www.novalis.org.za)

## Booking Procedures

1. Please ensure that you have read the **Conditions of Use** and agree with them.
2. Choose your preferred venue and date for your event. If you are unsure which venue suits your needs, you can come and visit us during our business hours. Please call ahead of time for an appointment if you're in the area. Rental rates can be found in the *Application Form*.
3. Telephone during our business hours on +27 (0)21 797-1857 to check the availability of your preferred venue and date and to make a tentative booking. This tentative booking is held for five working days.

*Please note: It is crucial that you do not send in your Application Form and payment without first making a tentative booking.*

4. Post, Email or fax your completed and signed **Application Form**. Please fill in as much information as possible. (all 3 pages).
5. An Invoice and confirmation letter confirming your booking will be forwarded to you.
6. Please ensure that you have received your confirmation letter/email prior to proceeding with any other arrangements.

*Please note: Your booking is not fully confirmed until you have received your confirmation letter/email from us. Some bookings require a site meeting to discuss catering and other special needs and will only be confirmed pending the outcome of your site meeting. Please pay the invoice within 5 business days.*

7. Please ensure that you notify the Novalis Ubuntu Institute of any changes to your plans.



## VENUE HIRE APPLICATION FORM - 2010

**NOTICE: Please ensure that you have read the attached conditions carefully and that you have called (021) 797-1857 to confirm availability of the venue and have made a tentative booking (valid for 5 business days).**

Event Date ...DD/...MM.../...YYYY Add'l Dates.....  
 Name of Event.....Number of Attendees.....  
 Starting Time.....Ending Time:..... (Please include set up & clear up time) Total Hours.....  
 Company Name ..... Contact Person.....  
 Address .....Suburb.....P/Code.....  
 Telephone.....Fax.....Email.....  
 Room Set-up Style (please circle one) Conference / Board Room / Circle / Theater / Other.....  
 How did you hear about Novalis Ubuntu? .....

Room	Occupancy	Non-Member Rate Per Hour	Member Rate Per Hour	Partner Rate Per Hour	Total Hours	AMOUNT
Art Room / Jupiter/ Mars	30	R 100	R 90	R 80		
Prester John Room	70	R 150	R 135	R 120		
Assembly Hall	250	R 450	R 405	R 360		
Assembly + All Rooms	300	R 600	R 540	R 480		
Audio/Visual		Per Use	Per Use	Per Use	Quantity	AMOUNT
PA System		R 300	R 270	R 240		
Data Projector		R 350	R 315	R 280		
Flip Chart (excl. paper)		Free	Free	Free		
Catering		Per Person	Per Person	Per Person	Quantity	AMOUNT
Coffee & Tea		R 10	R 10	R 10		
Coffee, Tea & Biscuits		R 15	R 15	R 15		
Lunch/Dinner		R 60 - R 80	R 60 - R 80	R 60 - R 80		
Other					Quantity	AMOUNT
Online Calendar/Newsletter		R 30	Free	Free		
Car Guard		R 20/Hr	R 20/Hr	R 20/Hr		
Use of Kitchen		R 100	R100	R100		
<b>TOTAL</b>						

**In submitting this application, the undersigned has read, accepted and agreed to the [Conditions of Use](#) attached to this application and will be responsible for their observance if permission is granted. This agreement is non-transferable.**

**Signed:.....Dated:.....**

If approved, a tax invoice/receipt will be issued with your confirmation letter within 48 hours of receiving this Application Form.

Please make cheques payable to **The Novalis Ubuntu Institute**. Hand deliver, post, email OR fax your application together with your payment or proof of payment to: The Novalis Ubuntu Institute, 39 Rosmead Ave, Wynberg 7800, or P.O. Box 53090, Kenilworth 7745. Tel: (021) 797-1857 **Fax: (086) 659-0478** Email: [bookings@novalis.org.za](mailto:bookings@novalis.org.za)

**Our Banking Details are:** Standard Bank, Constantia. Current Account No. 07-179-4409, Branch Code: 025309, SWIFT: SBZAZAJJ

<b>OFFICE USE ONLY</b>	APPROVED: .....	DATE: .....
ROOM(S): .....	TIME IN: .....	TIME OUT:.....
TOTAL HOURS: .....	AMOUNT: .....	STAFF: .....
PAYMENT: CHEQUE C.C. CASH EFT	RECEIVED:.....	ACCOUNTING.....

# The Novalis Ubuntu Institute

## Venue Hire Conditions of Use – important, please read carefully and initial

**PLEASE NOTE: IT IS IN YOUR BEST INTEREST TO ENSURE THAT ALL GUESTS, PARTICIPANTS, HIRE EQUIPMENT & CATERING COMPANIES ARE FULLY AWARE OF THE REGULATIONS, AS ALL INFRINGEMENTS ARE ISSUED TO THE INDIVIDUAL EVENT OR FUNCTION ORGANISER.**

**1. Payments.** The total rental payment set forth on the first page of this Agreement must be received by the Novalis Ubuntu Institute no less than 14 days prior to the date of the event, unless other arrangements have been made. Failure to make the payment may result in forfeiture of the venue rental/event. Renter agrees to pay a finance charge of 1.5 percent of any unpaid balance each month an outstanding balance is owed.

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**2. Cancellations.** Any cancellation must be made **7 days** prior to the event. In the event such cancellation should occur, a non-refundable fee of R100 will be applied to cover administrative costs. If the group does not appear at the scheduled time, the client shall be responsible for the full fee.

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**3. Overtime.** You agree to begin your event promptly at the scheduled start time and agree to have your guests vacate the designated room at the time indicated. You further agree to reimburse us for any overtime rental fees, wages or other expenses incurred because of your failure to comply with this regulation.

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**4. Set Up Charges.** Should extensive meeting room set-ups or elaborate staging be required, there will be a set-up charge to cover the Institute's cost and additional labor.

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**5. Outside Food and Beverage.** You must obtain prior approval from us before you bring in any food or non-alcoholic beverages from outside sources.

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**6. Service of Alcoholic Beverages & Smoking.** The Novalis Ubuntu Institute is an alcohol-free and smoke free venue. No alcoholic beverages and/or smoking is allowed inside the premises. Smoking may take place in designated areas outside of the building.

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**7. Availability.** The building will be closed and secured by 10:30pm on weekdays and 12 am on Fridays and Saturdays. All events must end a half hour prior to the closing time. All persons, supplies, and decorations must be out of the building by that time unless previous arrangements have been made. If guests cannot get inside the building, Renter must contact their specified Novalis Ubuntu Institute contact person. The outside door may not be propped open. Except as otherwise permitted in this Agreement, no materials may be stored, left or placed outside of the Rental Space.

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**8. Conditions of Use.** Renter's activities during the Rental Period must be compatible with use of the building and activities in areas adjacent to the Rental Space and building, which are taking place on the day of the event. This includes but is not limited to playing music or making any noise at a level that is reasonable under the circumstances. The Rental Space must be cleaned and returned in the condition it was in prior to the rental. The Novalis Ubuntu Institute may invoice additional charges for cleaning for Renter's failure to do so.

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**9. Signs and Decorations.** Unless otherwise agreed, signs may not be posted outside of the meeting room except one sign may be placed on the front door. Use of glitter, sparkles, rice, birdseed, or similar material is not allowed. The use of fire or open flame of any kind, fireworks of any kind, or any toxic or noxious material is strictly prohibited unless otherwise agreed. Signs or decorations may be affixed to any surface only if such affixation will not mar, deface or leave a mark on the surface when removed. NO PENETRATION OF ANY SURFACE. Only tape made specifically for painted walls may be used. All tape, wire, or other items used for decorations must be completely removed after the event. Any other decoration, signage, or construction must be pre-approved by the Novalis Ubuntu Institute.

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**10. Use of the Kitchen & Café Geneve.** Unless otherwise arranged the kitchen facility is available for warming up of meals only. All property (e.g. kitchen and course equipment) belonging to The Novalis Institute is not to be removed from the venue. All breakages must be reported to the front desk immediately. It is the responsibility of the Hirer to Clean & clear of all used areas leaving the space as it was found. **You may provide your own Coffee, Tea, Sugar, Milk & Juice** only upon prior approval by the Institute.

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**11. Promotional Consideration.** The Novalis Ubuntu Institute has the right to review and approve any advertisements or promotional materials in connection with your event, which specifically references the Novalis Ubuntu Institute’s Logo.

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**12. Damages.** Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property.

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**13. Security.** Vehicles parked on the property are at the owner’s risk, and should be locked at all times. The front gate is to be closed once all the vehicles are on the property. Applicants may hire Suburban Patrols at an extra cost by prior arrangement. Applicants hiring the venue outside office hours are to ensure that all outside doors are locked whilst conferences are in progress. All doors and windows are to be secured and electrical equipment switched off before vacating the premises. Fire regulations must be adhered to. There is a fire hose next to the cloakroom door, and a fire extinguisher next to the public phone The building will be unlocked and locked again after use only by the caretaker or an authorized person. No venue may be occupied after 22h30 unless prior permission is obtained.

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**14. LIMITATION OF LIABILITY. THE NOVALIS UBUNTU INSTITUTE’S LIABILITY TO RENTER FOR DAMAGES ARISING FROM RENTAL OR USE OF THE ACTIVITY AND MEETING ROOM SPACE FOR ANY REASON AND UNDER ANY THEORY OF LAW WHATSOEVER IS LIMITED TO THE TOTAL AMOUNT PAID BY RENTER TO THE NOVALIS UBUNTU INSTITUTE IN RENTAL FEES AND DEPOSITS.** The Novalis Ubuntu Institute will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond The Novalis Ubuntu Institute’s control.

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**15. Renter’s Property.** The Novalis Ubuntu Institute is not responsible for items belonging to Renter or Renter’s guests that are lost, stolen, or damaged during the Rental period. Renter, and Renter’s guests as Renter’s permitted invitees, **RELEASE THE NOVALIS UBUNTU INSTITUTE FROM ANY AND ALL LIABILITY FOR LOSS OR DAMAGES** to such property.

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**16. Liability for Guests.** Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter’s guests during the Rental Period, and at any other time such guest is on or around the Rental Space as a result of Renter’s use of the Rental Space. The Novalis Ubuntu Institute will not be liable for the safety of Renter’s guests. **RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS THE NOVALIS UBUNTU INSTITUTE FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER’S GUESTS DURING THE RENTAL PERIOD.**

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**17. Reservation of Rights.** The Novalis Ubuntu Institute reserves the right to cancel agreements for non-payment or for non-compliance with any of the rules, terms and conditions set forth in this Agreement. The Novalis Ubuntu Institute reserves the right to require proof of insurance from Renter as a condition to entering this Agreement.

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**18. Jurisdiction.** The parties agree that this Agreement will be governed by the laws of Republic of South Africa, without regard to its choice of law provisions. The parties consent to the exclusive jurisdiction of and venue in Cape Town. Renter agrees to pay reasonable attorney’s fees and expenses associated with collection of any unpaid bill.

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