



**VENUE HIRE BOOKING FORM 2020**

Contact Person:		Telephone no :	
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Event Title :		No. of attendees:	
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**AVAILABLE VENUE :**

TUNANA HALL 5 & 6	<input type="checkbox"/>
TUNANA HALL 3 & 4	<input type="checkbox"/>
ASANTE HALL	<input type="checkbox"/>
LECTURE HALL 1 & 2	<input type="checkbox"/>
BIG HALL	<input type="checkbox"/>
BOARDROOM	<input type="checkbox"/>
COMPUTOR LAB	<input type="checkbox"/>
LECTURE HALL	<input type="checkbox"/>
HOSTEL	<input type="checkbox"/>
ONGWEDIVA 8 & 9	<input type="checkbox"/>
ONGWEDIVA 10 & 11	<input type="checkbox"/>
NKURENKURU	<input type="checkbox"/>

The above rental money includes N\$1500.00 refundable security fee payable back to the client, 5 working days after the event if nothing got damaged.

**TIMING**

*Please note: The venue is available from 21h00 a day before the actual event*

Set Up	Date		Event Day	Date:	
	Time	19h00		Start time	
	End Time	24h00		End Time	24h00

*Cut off Time for all events is 12h00(Midnight)*

**ADDITIONAL EQUIPMENT REQUIRED(OPTIONAL)**

<b>OPTIONAL SERVICES:</b> Cleaning Services (After the Event) N\$ 500.00		<b>Standard equipment available:</b>	
		30 Round Tables 300 Chairs Air Conditioning Secure Parking	

**CLIENT CONTACT INFORMATION**

Organization:		Telephone:	
Email:		Mobile:	



Address:

**Office Use Only**

**Booking Confirmation sent:**

Fee	Amount	Date
Refundable Security Deposit to be paid :	<b>N\$1500.00</b>	
75% Deposit Paid :	N\$	
Outstanding Balance :	N\$	
Grand Total to be Paid :	N\$	
Refund of security deposit to client:	N\$	
Comments :		

**Please sign and date below to confirm that the above details are correct.**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_



## TERMS AND CONDITIONS

### General:

1. This quotation shall be valid for a period of 7 (seven) days and is subject to availability.
2. Bookings will only be confirmed once a 100% payment has been paid and proof of payment has been received.
3. All extra requests shall be settled on the day of the event.
4. IUM reserves the right to automatically cancel all provisional bookings where no deposit has been received within timeframes as set out above.
5. **Should a special arrangement be made for the function to continue after 24h00, this shall attract an additional charge of N\$ 750 per hour or part thereof.**
6. No staplers, power tools or any other equipment may be used for attaching any decorations to the wall of partitions.
7. Parking is available but at owners risk. IUM shall not be liable for any loss or damage suffered as a result of theft or damage of whatsoever nature sustained to any vehicle and/or contents thereof.
8. **All changes & cancellations must be made in writing by the client.**
9. **Any cancellations made after three month of booking will result in you being liable of a 100% of what has been paid to date upon cancellation of a confirmed booking.**
10. **A cancellation fee of 50% of what has been paid to date will be chargeable upon cancellation of a confirmed booking.**
11. IUM reserves the right to change the previously allocated function venue, upon giving reasonable prior notice to the client.
12. The customer shall not be entitled to assign the booking to any third party nor utilise the facilities for any purpose other than that stated in the quotation without prior written approval from IUM.
13. The customer is responsible to remove all décor after the function and clean the venue by 12hoo pm the day after the event. IUM will not be held liable for any loss, damages or breakages to the client's properties.
14. Any indulgence shown to the customer shall not constitute a waiver or notation of the right of IUM.

### LOSS/DAMAGES:

1. Neither IUM nor its employees shall be liable for any damages or loss which may be caused to any of the goods of the customer, its employees or invitees brought onto the premises for any reason whatsoever, nor for any injury or loss of life of the client or its employees howsoever caused. The client further indemnifies and holds IUM not liable against any claim that may be made against IUM by any third party relating to the provisions of this clause.



**IUM**  
THE INTERNATIONAL  
UNIVERSITY OF MANAGEMENT

EVENTS MANAGEMENT

DEPARTMENT

Tel: +264 61 433 6404

Email: [events@ium.edu.na](mailto:events@ium.edu.na)

2. Should any damages occur to the building, surroundings, venue, furniture, carpets, and equipment during the function, the client shall be held liable and billed accordingly.
3. Any burns or candle wax damages will be charged back to the client.
4. IUM will not be held liable for any interruption of services (in terms of water, electricity, sanitation).

*I \_\_\_\_\_ hereby agree to abide by the above terms and conditions set out by IUM and bind myself in my personal capacity as surety and co-principle debtor for all monies owing from this agreement. All damages to the allocated building and surroundings, venue, furniture and equipment therein will be charged to the client. Prices are subject to change.*

Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

IUM Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

**NB: Correspondence Invalid Without IUM Seal.**





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7. No smoke Machines are allowed in the venue.
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