



VENUE BOOKING APPLICATION

The institution may grant the APPLICANT permission to use the following in terms of the conditions set out in paragraph 4 below:

	Hall		Auditorium		Lecture Room		Area/Open Area
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- *Facilities for sport are booked through the Sport Division (012) 382-5399/4121*
- *Residence facilities are booked through the Residence Division (012) 382-4856*
- *Promotional events on campus are booked through Corporate Affairs and Marketing (012) 382-6542*

On approval of an application, both parties should complete, sign and date the form as set out in par. 5 and 6.
Confirmation is done on approval of JOC, where required.

1. APPLICANT

EXTERNAL CLIENTS	INTERNAL CLIENTS	
Physical address/domicillium address (not postal address):	Building no:	Room no:
	Campus:	
Code:	Employee no:	
Telephone:(w) (.....)	Telephone:(w) (.....)	
Cell:	Cell:	
E-mail address:	E-mail address:	

I hereby apply for the use of.....

Applicant full names and surname: Title:

Department/Division/Organisation:.....

Type of function: ☐ Official ☐ External ☐ Academic related ☐ Student ☐ Private

Nature of function:

Purpose of function:.....

Types of guests: ☐ VIP ☐ Special Protocol required ☐ Media ☐ Staff only ☐ Students only

Number of guests expected at the event:.....

Event detail:.....

PROGRAM TO BE PROVIDED AND ATTACHED IF APPLICABLE:

Date of commencement:	Time to unlock:
Ending date:	Time to lock up:
Preparation date and time:	Time of commencement:
Responsible person at the event:	Contact number:
Programme attached: <input type="checkbox"/> YES <input type="checkbox"/> NO	

SUBMIT YOUR FORM TO THE RELEVANT FACILITY MANAGEMENT OFFICE:

GARANKUWA CAMPUS Vacant Building 4-G30 Tel: 012 382 0545	PRETORIA CAMPUS Anel Meyer (MeyerA@tut.ac.za) Amogelang Temane (TemaneAW@tut.ac.za) Thabang Lebeloane (LebeloaneT@tut.ac.za) Building 21-133, Tel: 012 382 4996/4997/5453/2834	SOSHANGUVE CAMPUS Kenny O. Magolego (MagolegoKO@tut.ac.za) Building 12-G22, Tel: 012 382 9597
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No telephone requests will be handled. Request/s can be e-mailed to the relevant Facility Management Office.

2. FUNCTION DETAILS

No alcohol is allowed at any function on campus without the approval of the Director: Accommodation, Residence Life and Catering, Tel: (012) 382-5516.

SERVICES REQUIRED

2.1	Use of liquor	YES	NO		Proof of occasional liquor license	YES	NO
<i>(If "yes" please complete Appendix A - on page 4 in full and attach a occasional liquor license, if any)</i>							
2.2	Kitchen facilities	YES	NO				
2.3	Number of tables:	Steel tables:					Exam tables:
2.4	Number of plastic chairs						
2.5	Cleaning services	YES	NO				
2.6	Number of parking places						
2.7	Standby services	YES	NO	Cleaning and Audiovisual staff to assist at your function (Tariff applicable)			
2.8	Extra security guards required	YES	NO	Event arrangements are final once CPS approved and confirmation document was received.			

2.9 AUDIOVISUAL SERVICES

Audiovisual Equipment (only available in specified venues) *(tick in the appropriate block applicable)*

a.	Laptop	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	b.	Data Projector	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c.	Screen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	d.	Microphone	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
e.	Sound	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	f.	Internet connection	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
g.	Video Conferencing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	h.	Wi-fi	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2.10 CATERING SERVICES (attach food acceptability certificate - Regulation 638)

Company Name:..... Contact Person:..... Tel:.....

2.11 ADDITIONAL SERVICES *The following services are available at a tariff as set out in the Approved Tariff List for TUT.*

(The department responsible for the service has to be contacted directly)

Plants Yes ☐ No ☐ Landscaping Division – Tel: (012) 382-4765/5202

2.12 REMARKS *(Any additional arrangement/s you will be making and of which we should take note of)*

3. SIGNATURES (APPROVAL)

All relevant parties must first sign for approval before the booking can be confirmed. The applicant can not approve at Paragraph 3.1

3.1 HEAD OF DEPARTMENT, DIVISION OR RESIDENCES/GUARDIAN/DIRECTORATE OF STUDENT LIFE/PRIVATE (Responsible person at the function) - Applicable to internal clients **(Par. 3.1 is only applicable to internal clients)**

.....
Name in printed letters Signature Date

3.2 FACILITY MANAGEMENT OFFICE (Facility tentatively available/Facility not available) **(Par. 3.2 is applicable to internal and external clients)**

.....
Name in printed letters Signature Date

3.3 DIRECTOR OF CAMPUS PROTECTION SERVICES (Campus Protection Services and Traffic Control) (Please apply the gathering Act as prescribed by Law) **(Par. 3.3 is applicable to internal and external clients)**

.....
Name in printed letters Signature Date

3.3.1 Joint Operational Centre (JOC) requires Yes ☐ No ☐

Client to arrange meeting with Campus Protection Services - 30 days for JOC application approval

4. CONDITIONS

- 4.1 This application and booking form (AA02) should be completed and signed by the persons indicated in par. 3 and par. 5. The total amount payable need to be submitted to the Facility Management Office at least ten workdays before the relevant function commences.
- 4.2 Only someone who has been duly authorised thereto may sign the (AA02) form/s as the applicant.
- 4.3 **Cancellations** should be made in writing to the Facility Management Office at least **five workdays before the relevant function starts**. If cancellation takes place earlier than five workdays before the function commences, the deposit is repayable; if it takes place in fewer than five workdays before the function takes place, the deposit will be forfeited.
- 4.4 The deposit is refundable if no damages are incurred at the venue. If any damage occur the deposit will be forfeited.
- 4.5 Permission will be granted to student organisations who wish to use HALLS, AUDITORIUMS, LECTURE ROOMS, AREA/OPEN AREAS or FACILITIES only if they have been duly registered at the Directorate of Student Life. If such an organisation has not been duly registered, it has to comply to the same conditions of contract, tariffs and booking requirements as those for outside organisations. See policy for the renting out of facilities.
- 4.6 The official guardian of the student organisation whose application has been approved shall be co-responsible for compliance with the provisions of the User Agreement regarding student activities.
- 4.7 The right of entry is prohibited.
- 4.8 People who attend the function should behave in a disciplined and well-ordered manner throughout. The applicant should immediately request persons who are not behaving themselves to leave the premises. He/she should call Campus Protection Services in serious cases of misconduct to take control of the situation.
- 4.9 Only security officers of Campus Protection Services should be used. Special security and/or traffic arrangements may be made beforehand with the Head of Campus Protection Services.
- 4.10 A report should be drawn up on any damage caused and/or any case of serious misconduct at the function and submitted within 48 hours of the function to the person who has granted permission for the function to be held, and a copy of that report should be sent to the Head of Campus Protection Services.
- 4.11 Rental, as set out in the official list of tariffs, is payable 10 working days before the function commences.
- 4.12 Keys should be handed over to the Facility Manager at 08:00 on the first workday following the function.
- 4.13 This institution is hereby exempted from any claim which, for whatever reason, arises from the use of the facility concerned and/or the use of liquor.
- 4.14 No church functions are allowed during exams or in recess time.
- 4.15 NO CHURCH SERVICES WILL BE ALLOWED IN THEUNIS BESTER HALL/PRESTIGE AUDITORIUM/FNB AUDITORIUM.**
- 4.16 No music/performers allowed in the Foyer or inside Prestige Auditorium as Building 21 is an Administrative Building (Working hours 08:00 - 16:00)

5. DECLARATION OF APPLICANT (Applicable to internal and external clients)

I, the undersigned, hereby declare that I have acquainted myself with the contents of this document and that I understand it, and I undertake to see to it that its terms and conditions are met.

Signed at on this day of 20

.....
Name in printed letters (APPLICANT: duly authorised thereto)

.....
Signature

6. APPROVED/REFUSED (Logistical Services) (Relevant HOD/Manager on campuses)

6.1 Heads at Campuses/Manager/HOD

.....
Name in printed letters

.....
Signature

.....
Date

6.2 Campus Rector

.....
Name in printed letters

.....
Signature

.....
Date

6.3 Reason for refusal:

.....
.....

DATA PRIVACY NOTICE

Tshwane University of Technology (TUT) is committed to safeguarding personal information in line with the requirements of the Protection of Personal Information Act No.4 of 2013 (POPIA). TUT confirms that any personal information it collects shall be processed lawfully in compliance with POPIA. TUT may, if necessary, transfer and/or disclose personal information to approved third parties or related agents to carry out its function(s) in accordance with the purpose for which the information is requested.

Such disclosure shall always be subject to a written agreement concluded between the TUT and such a third party ("the recipient") obligating the recipient to comply with strict confidentiality and all the information security conditions and provisions as contained in POPIA.



APPLICATION FOR PERMISSION TO USE LIQUOR AT THESE PREMISES

1. LIQUOR

- 1.1 No alcohol may be brought onto, or served, or consumed or sold on any premises of TUT without the permission from the relevant authority.
- 1.2 APPROVAL OF THIS BOOKING (AA02) FORM DOES NOT MEAN/IMPLY THAT PERMISSION IS GRANTED FOR LIQUOR TO BE SOLD OR SERVED AT A FUNCTION. An occasional liquor licence must be obtained before alcohol may be sold or served, and proof of such licence must be submitted to Facility Management prior to the event.
- 1.3 Liquor may only be served, consumed or sold in areas where the relevant authority has approved the request, and where a valid liquor license was officially and legally allocated to the premises in accordance with the relevant Liquor Act 59 of 2003.
- 1.4 The applicant assumes full responsibility for any damage that he or she, or any person(s) under his or her control, may cause to any property of the institution or to any other property under the control of this institution.
- 1.5 In the case of an external organisation, where alcohol will be served or sold, the applicant must be personally present, from the start to the end of the event.
- 1.6 The licensee, manager or any other person dispensing liquor at the premises must take steps to ensure verification of the age of any person who appears to be under the age of eighteen (18) years by requesting an identity document, passport or drivers' license in order to verify the person's age before any liquor may be sold or supplied to them. It is an offence for a licensee, manager or any other person dispensing liquor to sell to a minor, and any contravention will be punishable. Repeat offenders' licenses may be suspended or terminated, as the case may be depending on the provisions of the provincial or national legislation.
- 1.7 Where no designated liquor license exists for premises, an application may be made for an occasional license, subject to the permission of the EMC and the relevant authority.

This application should be read in conjunction with the The Liquor Act 59 of 2003.

.....
Name of guardian in printed letters

.....
Signature

.....
Employee number

NOTA BENE: It is the policy of this institution to discourage the use of liquor or limit its use as much as possible.
Bookings are made according to the Policy on the consumption of liquor on TUT premises.

2. DECLARATION OF APPLICANT ON USE OF LIQUOR

I, the undersigned, hereby declare that I have acquainted myself with the contents of this document and that I understand it, and I undertake to see to it that its terms and conditions are met.

The sale/serving of liquor will take place from to (times)

Signed at on this day of 20

.....
Name in printed letters
(APPLICANT: duly authorised thereto)

.....
Signature

.....
Employee number

2.1 Liquor license

Copy of occasional liquor licence is attached: Yes ☐ No ☐ Not applicable ☐

3. PERMISSION TO USE LIQUOR

.....
Name in printed letters

.....
Signature

.....
Date

4. CAMPUS PROTECTION SERVICES

.....
Name in printed letters

.....
Signature

.....
Date