



FACILITY BOOKING REQUEST FORM

NAME OF ORGANISATION / PERSON _____

Booking requested by (name of individual): _____

Contact number of requesting individual: _____

Postal address: _____

Email address: _____

- Please tick one box** This is a new booking
- This is an amendment to an existing booking (please see conditions pages)

BOOKING DETAILS

- Once-off booking**

Date: _____

Period of time: . _____

Activity: _____

OR

- This booking is for a set period of time**

Day/s	Starting date of booking	Ending date of booking	Times required	Activity

Dates on which the booking is not required (e.g. public holidays):

FACILITY REQUIRED

<i>Please tick the appropriate box/es:</i>	<i>Cost</i>	<i>Deposit</i>
<input type="checkbox"/> Main rugby field	R 15 000	R 15 000
<input type="checkbox"/> Other rugby fields	R 550 [#]	R 550
<input type="checkbox"/> JA Volsteedt oval	R 10 000	R 10 000
<input type="checkbox"/> Other cricket fields	R 750	R 750
<input type="checkbox"/> Soccer field	R 650 [#]	R 650
<input type="checkbox"/> Grass hockey field	R 650	R 650
<input type="checkbox"/> Swimming pool	R 250* R 1 500 (gala)	R 250 R 750
<input type="checkbox"/> Squash court	R 50*	R 50*
<input type="checkbox"/> Tennis court	R 40 [^]	R 40 [^]
<input type="checkbox"/> Table tennis	R 40 [^]	R 40 [^]
<input type="checkbox"/> Grey Pavilion	R 2 000	R 750
<input type="checkbox"/> Supporters Deck	R 2 000	R 750
<input type="checkbox"/> Casa Parentum	R 1 000	R 450
<input type="checkbox"/> Windmill Park	R 1 000	R 450
<input type="checkbox"/> Tennis clubhouse	R 1 000	R 450
<input type="checkbox"/> Computer centre	R 2 500*	R 2 500
<input type="checkbox"/> Classroom	POA	
<input type="checkbox"/> Other		

([^] Per court) (* Per hour) ([#] Half-day)

ADDITIONAL DETAILS

How many people will be attending? _____

Will you be charging an attendance fee? YES / NO

Will you be erecting any structures i.e. stage, tent etc.? YES / NO

If yes, please specify: _____

How would you prefer to pay for this booking?

Please send an invoice

ADDITIONAL REQUIREMENTS

Do you require any of the following? (*If available*)

Item	Number required	Item	Number required
Tables		Braai	
Chairs		Other	
Whiteboard/Screen			
TV/Projector			
Sound			

Please advise of any other requirements:

Office use only

Date booking received: _____ Received by: _____

Has the booking been entered? YES / NO

This booking has been confirmed via: Email Letter date sent: _____

Does a fee apply in this case? YES / NO Amount: R _____

Other staff to be notified: _____

Payment details

Date invoiced: _____ Invoice number: _____

Notes:

Please read and sign the Conditions of Use (overleaf).

1. Bookings will only be accepted if they are submitted on a Facility Booking Request Form prior to commencement of hire, and the deposit is paid in full.
2. Full cost for the hiring of a facility must be paid in full seven days prior to the use of a facility.
3. A booking is not confirmed until confirmation is received by the hirer from Grey College
4. The booking time is inclusive of set-up and striking time.
5. **AMENDMENTS TO BOOKINGS:** Any changes to your booking must be submitted on a Venue Booking Request Form and may incur an administration fee if received less than 7 days prior to booking.
6. **CANCELLATION OF BOOKING:** Any cancellations must be received in writing and *may* incur a fee as outlined below:
Cancellation of your booking more than 14 days prior to the booking: No Charge
Cancellation of your booking 7-14 days prior to the booking: 50% of total booking fee. Cancellation of your booking less than 7 days prior to the booking: 100% of total booking fee (no refund).
7. Grey College reserves the right to cancel bookings providing notice is given at least 7 days prior to the booking start date.
8. Management reserves the right to use the facility, should it be required for a special purpose or one-off event, providing the request is made at least 14 days prior to the booking start date.
9. Grey College reserves the right to cancel all bookings due to emergency circumstances e.g., rain, earthquake and venue problems.
10. If a facility is booked for an event, the event organizer is responsible to get all systems and documentations in place according to Act 2, 2010. Proof of this must be supplied before the handover of the facility.
11. All areas used must be left in a clean and tidy condition. Should the school require any additional cleaning as a result of the booking (above that which is normally done); the hirer will be invoiced for these additional costs.
12. No person shall in any way damage, deface or mark any part of a room, furnishings or any object located near the building. Any expense that is incurred as a result of this will be the responsibility of the hirer.
13. The hirer shall assume responsibility for the facility and its contents for the booking period.
14. If any structures are to be erected, a member of the ground staff must be present prior to the start of erecting the structures.
15. The hirer is solely responsible for the conduct of all persons associated with the booking during the hire period.
16. Anyone found causing wilful damage to any property, or found to have removed or misused school property may be charged to the full extent of the law. Persons are responsible for damages incurred by dependent guests/children.
17. Please report any damage discovered prior to facility use to the sports office to ensure that your organisation will not be held responsible.
18. Smoking is not permitted anywhere within the buildings of the school.

- 19. The hirer agrees to only allow safe and appropriate use of the facility for the purpose/s indicated on the booking form.
- 20. The hirer agrees to abide by any rules or laws that are applicable, where sound is involved.
- 21. The hirer shall obtain current public liability insurance for each occurrence.
- 22. If catering is required, the services of Pienaar Caterers must be used.(082 802 3104)

I/We hereby apply for the use of Grey College facilities and services and will not hold Grey College and its agents or employees liable for any personal injury or loss of property.

I/We have read and understood the above Conditions of Use and agree to uphold them for as long as the term of this agreement.

Name:

Signature: Date:

