



SUID-AFRIKAANSE SENTRUM VIR NEDERLAND & VLAANDERE
 ZUID-AFRIKAANS CENTRUM VOOR NEDERLAND & VLAANDEREN
 SOUTH AFRICAN CENTRE FOR THE NETHERLANDS & FLANDERS

SASNEV Venue Rental Policy 2016

The following form needs to be completed for all SASNEV venue rentals.

Please return completed forms to: info@sasnev.co.za.

Contact information

Name of organisation (Venue User)	
Commercial or Non-Profit (NGO, NPO)	
Registration Number of Venue User (If applicable)	
Address of Venue User	
Name of Contact Person	
Position of Contact Person	
Phone number of Contact Person	
Email address of Contact Person	
Date required	
Time required	preparation:..... start:..... end:.....
Room required	<input type="checkbox"/> conference room (max 80 seats) <input type="checkbox"/> small room (max 50 seats) <input type="checkbox"/> study room (max 12 seats) <input type="checkbox"/> garden gallery (60 seats) <input type="checkbox"/> garden (150 no shade)
Number of people to be accommodated:	

Equipment requirements

Meeting/conference equipment	<input type="checkbox"/> data projector <input type="checkbox"/> flipchart board / white board (4) (please note: without paper, not supplied) <input type="checkbox"/> TV <input type="checkbox"/> laptop <input type="checkbox"/> DVD player <input type="checkbox"/> photocopier
Tables and chairs (provide numbers required)	<input type="checkbox"/> small table (1 person), number:..... <input type="checkbox"/> medium table (4 person), number:..... <input type="checkbox"/> fold up table (6 person), number:..... <input type="checkbox"/> chairs, number:.....

Catering requirements

Use of kitchen	Yes/No
----------------	--------

Use of kitchen equipment	<input type="checkbox"/> large warm drawer (1) <input type="checkbox"/> hot plate (2) <input type="checkbox"/> hot trays (2) <input type="checkbox"/> urn (2) <input type="checkbox"/> kettle (1) <input type="checkbox"/> coffee machine (1) <input type="checkbox"/> flask (1 water, 2 coffee) <input type="checkbox"/> microwave <input type="checkbox"/> fridge and freezer
Refreshments (coffee & tea breaks)	cups and saucers (max 80), number:..... time of breaks (e.g. 11h00 and 15h00):.....
Catering requests (own or from SASNEV's list of caterers)	<input type="checkbox"/> SASNEV <input type="checkbox"/> own catering <input type="checkbox"/> lunch, number:..... <input type="checkbox"/> dinner, number:..... <input type="checkbox"/> snacks (rusks, muffins, fruit, etc.):.....
Please indicate any special dietary requirements	
Table settings (provide numbers required)	<input type="checkbox"/> cutlery <input type="checkbox"/> knives, number:..... <input type="checkbox"/> forks, number:..... <input type="checkbox"/> spoons, number:..... <input type="checkbox"/> other (please specify):..... <input type="checkbox"/> large plates, number:..... <input type="checkbox"/> small plates, number:..... <input type="checkbox"/> small bowls, number:..... <input type="checkbox"/> glasses <input type="checkbox"/> wine, number:..... <input type="checkbox"/> cooldrink, number:.....

Pricing structure

Room	Rent per hour: Commercial	Rent per hour: Non-Profit
Conference room	R 300	R 150
Garden gallery	R 300	R 150
Small room	R 260	R 130
Use of garden	R 120	R 60
Use of kitchen equipment	R 170 (per event)	R 160 (per event)
Use of table settings	R 175 (per event)	R 160 (per event)
Data projector	R 300 (per event)	R 275 (per event)
Laptop	R 300 (per event)	R 275 (per event)
Piano	R 500 (per event)	R 450 (per event)

Please note:

- For venue hire outside office hours, an additional fee of **R300** is payable.
- Venue hire fees are payable on the date of venue utilisation or on the indicated invoice due date.
- Unless arranged otherwise, the venue will be available 30-60 minutes before the event, and **must** be vacated 30 mins after the scheduled completion time.
- For all groups **larger than 15** an additional minimum charge of **R150** for cleaning and washing up will be added. The final fee will be confirmed at the time of confirmation of the venue's availability.
- All prices are negotiable.

Additional information

Should you have any additional requirements or requests, please list them here.

DISCLAIMER:

I the undersigned, on behalf of the Venue User, being duly authorised thereto, do hereby acknowledge that SASNEV is not in any way responsible for any loss, damage or injury sustained by any person or to any property incurred on using or entering the SASNEV premises. All individuals attending and/or visiting the SASNEV premises acknowledge that they do so at their own risk, the organisation will not be held liable should any loss, damage or injury occur.

I hereby acknowledge that the information above is all true and correct and I accept the terms of this disclaimer.

Name:.....

Designation:.....

Contact Number:.....

Date:.....

For more information, please do not hesitate to contact us. Please return completed forms to info@sasnev.co.za, fax to 021 5317224 or hand in at 4 Central Square, Pinelands.