

APPLICATION FORM: Venue booking by Student organizations

Completed form to be emailed to timetables@ukzn.ac.za at least 15 WORKING DAYS BEFORE the proposed date of the event.

PLEASE NOTE:

1. Please type contents, or PRINT clearly.
2. **Incomplete/illegible and/or late applicants will not be considered.**
3. **This is an APPLICATION**, and no expectation is given or can be assumed that a venue will be allocated. If Timetables is able to assist, a formal email confirming the booking will be sent to the applicant, copied: SGLD, RMS, CMS and any other department deemed relevant
4. Disciplinary action may follow for any misleading information provided in this application.
5. **Any and all damages will be for the structures account.**

STRUCTURE APPLYING: SRC CRC/CLUB or SOCIETY/House Committee/Sports Union/Other:

NAME of Club, Society, House Comm/Sports Union/Other:

MAIN CAMPUS	WVL	HCC	EDG	PMB	UMBILO ROAD
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Applicants Details:

Applicants Name:

Student Number:

Email Address:

Cell Number:

Portfolio:

Details of the planned event (full details): Please attach the Draft programme.

NAME THE EVENT (Event's Name):

BRIEF DESCRIPTION OF THE PLANNED EVENT:

PROPOSED DATE:		ALTERNATE DATE:	
VENUE TYPE:	LECTURE THEATRE:	SEMINAR ROOM:	OTHER (SPECIFY:
START TIME:		END TIME:	
SET UP REQUIRED?	NO	YES	SET UP DATE:
			START TIME:

FULL DETAILS OF SET UP REQUIRED: (Please note that a cost will be levied for (1) setting up, dismantling and clean of any venue(s) post the event by CMS; (2) any ICS requirements both in terms of systems and/or staff; and (3) RMS costs for any after hours (including weekend) events.

Details of proposed participants:			
1. STAFF:	Number of expected staff, and details:		
2. STUDENTS:	Number of expected students, and details: (which students' cohorts are targeted/invited?). This will determine if SASREA Regulations apply: https://www.gov.za/sites/default/files/gcis_document/201409/safetyatsports.pdf		
3. EXTERNAL PARTIES:	Number, names and details: Please include the draft invitation to be sent to any external party.		
4. DIGNITARIES:	Number, names and details: (Attach the official invitation) In the case of any dignitaries, please note that official clearance from the dignitaries security detail will also need to be obtained, if permission is granted for the use of a UKZN venue.		
NAME:	ORGANISATION:	PORTFOLIO HELD:	SPECIAL PROTOCOL?
Please note that the inclusion of any Dignitaries in the planned programme will require additional security, the cost of which needs to be borne by the applicants structure.			
Declaration by applicant:			
I, (Print names and portfolio held)		hereby acknowledge that I understand the contents of the Principles and Regulations for Venue Hiring, and the Principles and Regulations for Venue Utilization, and accept all the terms and conditions:	
DATE:		SIGNATURE:	
ATTACHMENTS:			
1.		2.	
3.		4.	
Declaration by SRC or CRC:			
I, (Print name and portfolio held)		have considered the contents of this application, and am in support of the application, and recommend the application to SGLD.	
DATE:		SIGNATURE	
Declaration by the Head: SGLD (or nominee):			
I, (Print name)		have considered the contents of this application, and recommend the application to the timetables office.	
DATE:		SIGNATURE	