

VENUE HIRE CONTRACT

Booking Procedure:

Bookings for all rentals of Venues must be done with Administration Head to avoid double bookings. The CLIENT is to meet before and after the event with Administration Head and staff to inspect and make special arrangements.

1. DETAILS OF CLIENT WISHING TO HIRE FACILITY:

FULL NAME:

REGISTRATION NR:

CONTACT PERSON:

CONTACT DETAILS:

TEL:

FAX:

EMAIL ADDRESS:

PHYSICAL ADDRESS:

CODE:

2. EVENT DETAILS:

Nature of Event:

Event Date:

Number of show days:

Event Starting Time:

Event Finishing Time:

Prep Time:

Strike time:

2. OWNER OF FACILITY

Koninkryk Bedieninge van Christus is a registered Church and a non profit organization otherwise known as Kingdom Ministries of Christ which owns the Kingdom Auditorium premises. In this contract Kingdom Ministries of Christ will be referred to as **KA**. The Lessor (**KA**) hereby lets to the Lessee (**CLIENT**) who hereby hires the premises from the Lessor on the terms and conditions herein contained.

3. VENUE REQUIREMENTS:

Facilities to be utilized:

- **Main Auditorium**
- **VIP Lounge / Back Stage**
- **Hall**
- **Kitchen**

Special Arrangements:

3.1 Do you need **KA** to provide catering? _____

3.2 Client will utilize the screens and projectors of **KA**? _____

3.3 Client will utilize **KA** sound system? _____

3.4 Client will utilize their preferred sound & lighting supplier, which will setup on the preparation days and clear on the strike day? _____

3.5 Cleaning and Sanitation

Facilities & Toilets:

KA staff will ensure that the sanitary facilities are clean & fully stocked. Dust Bins will be monitored and cleared.

4. Venue Specifications:

4.1 Auditorium:

1100 Chairs, House lighting, Cooling System, Toilets, Entrance Foyer, VIP Room / Back Stage, Parking facilities, Multimedia, Secure Parking

4.2 Hall:

400 Seater, House Lighting, serving facilities (kitchen), Sound system, toilets, Multimedia, Secure Parking

4.3 Audio, Video, Stage Lighting:

If Client will utilize **KA** Audio, Video or Stage Lighting, only personnel appointed by **KA** may operate this equipment. If these facilities are required, prior notice must be given. These facilities will not be made available for Practice purposes unless prior arrangements made with Management of **KA**.

5. TERMS AND CONDITIONS:

- 5.1 The CLIENT accepts and assumes full responsibility for orderly execution of the function or event.
- 5.2 The CLIENT accepts that **KA** assumes no responsibility for any injuries to visitors or damage to and/or loss of personal possessions and hereby indemnifies **KA** against any such claims.
- 5.3 The CLIENT will see to it that the actions and behavior of all visitors, spectators and participants at the **KA** will at all times be irreproachable.
- 5.4 No apparatus or furniture may be used, moved or removed from within the buildings or grounds without prior approval in writing from **KA** administration management and without the supervision of the building caretaker. The CLIENT will bear all the replacement or repair costs on account of any damage to any of the grounds, buildings, furniture or any other property of **KA**, and the CLIENT undertakes to report such loss or damage immediately to the **KA** administration management.
- 5.5 The **KA** facilities are smoke-free.
- 5.6 The right of admission to the **Ka** grounds and premises will be reserved at all times.
- 5.7 Electrical supply. If there is a power interruption due to municipal reasons **KA** will not take responsibility for this. Prior arrangement must be made for the rental of a generator.
- 5.8 The CLIENT will ensure that the premises, facilities, furniture and equipment will be handed back to **KA** Administration management in proper order at the end of the period. The grounds and premises will be handed back in the same condition as received. The CLIENT will not erect any notices, notice boards or any form of advertising on, against or in the grounds or building of **KA** without prior consent of the Administration management.
- 5.9 **KA** takes no responsibility for any items left on our premises.
- 5.10 The CLIENT hereby chooses for all official notices and correspondence and the CLIENT'S domicile citandi et executandi the address as given in the application to **KA**.
- 5.11 The CLIENT hereby declares that they are aware of all legal requirements regarding the presentation of events. The obligation to comply with all legal requirements rests on the CLIENT. Furthermore, the CLIENT and / or the undersigned on behalf of the CLIENT indemnifies **KA** or the personnel of **KA** against any claims, civil or criminal, which might result from non-compliance with the legal requirements as mentioned above.
- 5.12 The hiring costs will be payable on the dates specified in this agreement. The full amount is to be settled 30 days before the actual event. *If this is not adhered to **KA** has the right to cancel all services including the service of hosting the event.* If any payment in terms of this agreement, including payment for damages and patrimonial loss are not paid on the due date, interest will be charged on the outstanding balance due at the prime lending rate of ABSA Bank plus 4% (four percent). If **KA** needs to employ legal representation in order to ensure compliance with this agreement, the CLIENT accepts that he is liable to pay all legal costs, at an attorney and own client scale, including any tracing fees and collection costs.

5.13 Breach of Contract:

If the breach was caused by the client either intentionally or negligently, **KA** will give the client a time specified by **KA** to remedy the said breach, failing which **KA** will then inform the client or the representative of the client of what action **KA** wishes to take.

6. COMPLIANCES AND CONDITIONS:

- 6.1 Cancellations: Cancellations within 30 days of the event day you will forfeit your deposit. Cancellations before 30 days of event, you will forfeit 30% of your deposit.
- 6.2 The Venue and premises must be cleaned and vacated by 11AM the following day (except when rented on a Saturday, then it must be cleaned after function).
If failed to do so a R200-00 per hour will be charged
- 6.3 No Candles or open Flames are permitted
- 6.4 No smoking or Alcohol is permitted on **KA** premises as in accordance with South African Law and notice must be given by the CLIENT before the event.
- 6.5 No Eating or Drinking will be permitted in any venue of **KA**, except in the foyer and on patios of the Auditorium. No Chewing Gum in the **KA**.
- 6.6 Prior notice must be given if use of Decorations by CLIENT
- 6.7 **KA** takes no responsibility for theft or any damage to any vehicle on **KA** grounds. **KA** administration requires a minimum of 2 security guards for crowd control and security of vehicles.
- 6.8 Ushers must be provided by the CLIENT for the entire event to man the doors and must be present 1 hour before the event starts to receive training from the Events manager.
- 6.9 The CLIENT may not sell any refreshments or food, before, during or after the event.
- 6.10 **KA** has appointed and contracted a vendor to sell refreshments during the event.
- 6.11 The kitchen will only be made available for serving purposes and not catering.

7. PAYMENTS:

- 7.1 Deposit for rental of venues R1500-00 (payable min of 60days before event) Failure to pay the deposit will lead to you forfeiting the date if needed by another CLIENT. If so required, the deposit will be paid back if no damage is done or it will be kept for your next event.

No prices for venue hire will be given on this contract, but quotations will be given once a meeting has been held with the Management of KA. Please contact KA to request a quote

8. BANKING DETAILS:

BANK: Absa Bank
BRANCH: Welkom
BRANCH CODE: 630-135
ACCOUNT NR: 1146570182
ACCOUNT NAME: Koninkryk Bedieninge van Christus
*Please fax through proof of payment to **086 648 0238***

9. ACCEPTANCE ON BEHALF OF THE CLIENT:

I, _____ hereby bind myself as co-principle and debtor with the CLIENT _____ to fulfill any and all obligations in terms of this agreement.

Signed at _____ day _____ month _____ 2011

On behalf of the CLIENT
Name: _____

WITNESS
Name: _____

ID No: _____

ID No: _____

10. ACCEPTANCE ON BEHALF OF KINGDOM MINISTRIES OF CHRIST (KA)

This acceptance confirms that **KA** hereby accepts and confirms the application for the use and provision as set out in this agreement.

Signed at _____ day _____ month _____ 2011

On behalf of **KA**
Name: _____

ID: _____