MBOMBELA STADIUM

www.mbombelastadium.com
Tel: 013-757 4600
Fax: 013 757 4801
asiat@mbombelastadium.com

Mbombela Stadium Reservation Form

Please complete the form as set out below with as much detail as possible

1. **Event Description (DETAILED) :**

_____

_____

_____

_____

Number of delegates/people attending: _____

Name of Organisation: _____

Purpose of event (i.e. meeting, birthday party, workshop, presentation, launch, campaign, summit etc.):

_____

2. **Event Organiser**

Company Name: _____ Department: _____

Person in charge: _____

Contact numbers: _____

Physical address: _____

E-mail address: _____

Alternative person and contact no.: _____

_____

DATES AND TIMES

2.1 Preparation and Setting up

Date	Time (start)	Time (end)	Description and requirements i.e. (lights, plugs on)

2.2 Event

Date	Time (start)	Time (end)	Description and requirements i.e. (lights, plugs on)

2.3 Dismantling / Breaking down / Clearing and cleaning

Date	Time (start)	Time (end)	Description and requirements i.e. (lights, plugs on)

3. Any additional/special requirements/requests?

_____

_____

_____

4. Venue / Areas to be used:

Description	Tick	Additional information
Auditorium 1 (180 seater)		
Auditorium 2 (a small area created)		
Restaurant (Suite Level)		
Presidential Suite (Suite Level)		
Club Lounge / South (Suite Level)		
Suite		
Braai Park (grassy area with trees)		
Parking Area (paved)		
Parking Area (gravel)		
Additional parking required?		
Additional space for catering/meals		
Mixed Zone (basement)		
B-Field		
C-Field		
Kitchen (Cooking)		
Meeting area		
Other:		

5. Equipment etc. required

Description	Qty	Additional information
Tables: Round – seats 10		
Trestle		
Cocktail - round		
Cocktail - square		
If other, please specify below:		
Chairs (black, plastic)		
Chairs (cushioned)		
Sound System		
Projector (note: Auditorium only)		
Screen (for Projector – Auditorium only)		
Extension Cord		
Microphone		
Temporary fencing		
Additional Security (to be quoted)		
Other (Describe below)		

**** PLEASE NOTE: Table cloths are not supplied ****

6. Electrical Requirements

6.1 Please note that normal 16A socket outlets (220 Volt) are available for equipment in the Stadium. No 3-Phase equipment will be allowed. All equipment must be safe and any faulty equipment that results in tripping the earth leakage system will be removed.

6.2 Temporary electrical reticulations for tents or any other external facility, whether connected to Stadium power or to own generators, must be tested with CoC issued 24 hours before the start of the event.

6.3 Please confirm your power requirements:

Equipment Description	Quantity	Amps

7. Please complete the attached indemnity form and attach to the proof of payment. Proof of payment for the use of the venue has to be submitted before the venue will be made available for use by the client.

8. Conditions for use of the venue

8.1 Kitchen:

- Gas should be arranged at least 3 days prior to event

8.2 Décor

- The following is strictly prohibited and may NOT be used / applied: Prestick, Staples, Thumb tacks, Double-sided tape (or any other form of adhesive).
- Free standing forms of décor is allowed
- The Goods- and scissor lifts are situated between the Sneakers shop and the main kitchen.
- Trolleys are provided, but availability cannot be guaranteed. And should be returned to the receiving area. Trolleys may only be used with Goods lift

8.3 Paved Hospitality Parking Area

Marques tents and stages may be placed on the paved hospitality parking area provided that no pegs may be sunk into the paved blocks. Water filled weights or any other appropriate system approved by Stadium Management may be used to secure the tents or stages. Set – up of the tents or stages may not commence until Stadium Management has granted approval. The event organiser has to provide a date when set -up will commence to Stadium Management and the site hand –over will be arranged.

Stadium Management will immediately stop the set -up of equipment if the above conditions are not adhered to.

8.4 Damages

The event organiser on signature hereof confirms that he / she inspected the premises and acknowledges the condition thereof therefore any damages caused as a result of the event shall be for the account of the event organiser and shall be payable on demand.

8.5 Timeline

The city by-laws stipulate that all noise should be stopped by 00H00 midnight.

I, _____hereby accept the above conditions and accept responsibility for payment of rental costs.

Date : _____

Signed at _____

Signature : _____

FOR OFFICE USE

Activity	Confirmation
Venue available	
Proof of payment received	
Stand – by staff arranged (names)	
Cleaning staff arranged (names)	
Stadium coordinator	
Structural Certificate if applicable	
Comments	

Signed ……. Date……

INDEMNIFICATION OF MBOMBELA LOCAL MUNICIPALITY (LESSOR) AND PLATINUM SPORT CONSULTING (PTY) LTD (PSC) ACTING AS AGENT O.B.O THE LESSOR.

It is hereby agreed that the Lessee is renting (*Facility description*)

_____

_____

(**Stadium ; B Field , restaurant, club lounge, auditorium, suites , braai park)**
from the Lessor through PSC to hold the following event *(Event description)*

_____

and that **<u>the use of the said facility shall be entirely at the risk of the Lessee</u>** and notwithstanding anything to the contrary contained in this lease agreement, it is hereby agreed between the parties that the Lessor and PSC as its agent, shall not be liable for any loss, injury or damage to any person or property, however sustained and more particularly for any interruption of services for any reason or cause whatsoever.

The Lessor and PSC shall not be liable for any act or omission of whatever nature that has been committed by the Lessee, its agents, personnel, staff members or representatives in connection with performance of its obligations under this Agreement.

The Lessee hereby indemnifies MLM and PSC against any claims or court actions, including all legal costs in respect thereof, that may be instituted by any person against MLM or PSC arising out of any act, omission or default on the part of the Lessee or, any person performing work on behalf of the Lessee, in presenting the event under this Agreement.

The Lessee accepts any liability to pay compensation for proven financial damages and losses suffered by MLM or PSC as a result of breach of any of the obligations under this Agreement.

The Lessee's individual and / or collective liability to MLM arising out of or relating to this Agreement, including and without limitation on account of performance or non-performance of obligations, and regardless of the cause of action, whether in contract, delict or otherwise will be determined by the actual damages or negotiated settlement of damages suffered and proven by MLM or PSC against the Lessee.

In the event of any claim instituted against either one of the parties, individually or collectively, the party which has received a letter of demand, summons, motion proceedings or any papers instituting a civil or criminal claim, shall without delay inform the other. In the case of the Lessee,

the claim shall further be submitted to its insurer for it to be settled as provided for in this Agreement.

The Lessee shall at own cost, take out and maintain a public liability and employer liability insurance in the amount set out in the lease agreement or as may be agreed upon by the parties upon signing of this Agreement and shall furnish full particulars of such insurance policies to MLM and PSC. In the event that no amount has been agreed upon, the Lessee shall ensure and take **adequate cover** to settle any claim that may be instituted or preferred against MLM, emanating directly or indirectly from this Agreement or the event presented by the Lessee under this Agreement;

Signed by Lessee on _____ at _____

Signature _____

Witness _____

Witness _____

Signed by PSC on _____

at _____

Signature _____

Witness _____

Witness _____

The event organiser on signature hereof confirms that he / she inspected the premises and acknowledges the condition thereof therefore any damages caused as a result of the event shall be for the account of the event organiser and shall be payable on demand