

KWAZULU-NATAL MUSEUM VENUE RESERVATION FORM

Your reservation cannot be confirmed unless you return (1) this form, (2) pay usage fees, and (3) an authorized signature from the organizer or sponsor. Please fax this form to 033- 3450561, or hand deliver it to 237 Jabu Ndlovu Street, 3201 for the attention of: Mrs Viranna Frank, Chief PR & Marketing Officer or email to vfrank@nmsa.org.za



an agency of the
Department of Arts and Culture

Contact person: _____ Organisation: _____

Tel: _____ Email: _____ Fax: _____

Date of event _____ (e.g. Thursday, June 16 2019)

Time _____ (e.g. 9:00 – 4:00 pm)

Type of event: _____ (Conference, workshop, seminar, reception, etc.).
Please be very specific regarding the use of the space

Number of people expected to attend the event: _____

Food and Beverage

Please read accompanying documentation regarding food and beverage restrictions.

If the event is being catered please specify all details: _____

Room Set-Up Request (no re-arrangement of furniture and other Museum equipment is allowed without permission. Please indicate below if you request a different room arrangement)

I (full name) _____, as a representative of _____ agree to be responsible for the orderly use of the above-mentioned facilities and for the conditions stated above.

Signature: _____ Date: _____

Please note: Booking of venue will only be confirmed on receipt of payment.

Usage Fees

Pringle Hall R 675.00 per hour (capacity 200) inclusive of AV Equipment, tables and chairs

R 500.00 per hour (tables and chairs only)

Ingede Theatre R 500.00 per hour (capacity 63) inclusive of AV Equipment

R 300.00 per hour (no use of AV equipment)

Mammal Hall R 1350.00 per hour (capacity 300) inclusive of AV Equipment, tables and chairs

R 1000.00 per hour (tables and chairs only) **DURING KZN MUSEUM BUSINESS HOURS**

FOR OFFICE USE ONLY

	amount	date	signature
deposit			
deposit refund			
security cost			
equipment cost			

Date	Booking approved by	Signature
Email sent to Technical Dept.		

POLICY: BOOKING THE KZN MUSEUM VENUES (PRINGLE HALL, INGEDE THEATRE AND MAMMAL HALL) FOR UNOFFICIAL MUSEUM EVENTS OR FOR USE BY MEMBERS OF PUBLIC

Revised April 2019

The KZN Museum 'venues' can only be used for un-official Museum business only with the approval of Management (Director or Deputy Director). The rate for booking these facilities will be determined by Museum management for each event.

GENERAL INFORMATION:

The hall and lecture theatre can be booked for short meetings, day-long seminars, lectures, conferences, birthday parties/kiddies parties and receptions. It can also be booked for multiple days. The venues are not available for booking by political or religious groups. The venues are available for hire by non-profit organisations for free (classified as non-paying groups). There cannot be two separate events in one facility at the same time. Non-paying groups must furnish the Museum with the group's objectives and specify the nature of activities and funding or sponsor details.

Any abuse of the facilities and the booking arrangements will result in the disqualification to utilize the facilities.

SCHEDULING:

Requests for use of both the facilities can be made through the **Chief PR & Marketing Officer** or delegated official, on the Venue Reservations Form. The form must be submitted with the appropriate information, and specific setup requests must be included at the time of booking. Booking is reserved on a first-come, first-served basis, following any Museum events that need to be scheduled. The venues are open from 8:15 to 16:00, Monday – Friday; and between 9:00 and 16:00 on Saturdays and Public Holidays and 10:00 – 15:00 on Sundays. Events may be scheduled to begin or end at any point outside these hours; however a Security Guard must be secured and present if this is the case. **The fee will be confirmed on final booking.** Changes in event times, usage, or event cancellations need to be conveyed to Chief PR & Marketing Officer or delegated official on 033-345 1404 as soon as possible so that the reservation information can be changed accordingly if possible.

SET-UP: Normal set-up at the halls applies unless permission has been granted to change it. Any specific set-up changes must be requested at the time of booking.

CUSTODIAL SERVICES:

Groups requesting a new set-up other than the standard configuration will incur additional custodial charges if the change in set-up is done by the Museum. The number of custodial staff needed for the request is determined by the Museum's Chief Technical Officer and dependent on staff scheduling, workload, and complexity of the set-up request. **Cost will be determined on finalisation of booking.**

EQUIPMENT:

A refundable deposit of R800.00 is required for the use of the kitchen appliances such as the microwave, urn, kettle and the fridge. All additional equipment required must be provided by the requestor. Please note that table cloths, cutlery and crockery are not included.

FOOD:

Catering services are the responsibility of the requestor. Please be advised (and alert your caterer) that no open flames (sterno cans, candles, etc.) are allowed in the halls at any time. Any clean-up necessary after a function is the responsibility of the requestor. Please arrange for clean-up with your catering provider. All food and paper garbage must be removed at the end of the event and placed outside in the garbage area outside the Museum. No cooking of food is allowed in the Museum. No preparation of food is allowed on the Museum premises. No washing of dishes is allowed on the Museum premises. The consumption of alcohol on the KZN Museum is strictly prohibited.

PAYMENT:

The preferred payment method for all reservation charges (including security and custodial) is through Electronic Funds Transfer (EFT) or cash. Fees must be paid at least two days prior to the day of the scheduled event. Please make payments payable to "KwaZulu-Natal Museum". Any group who reserves the venues is responsible for its use and care. Any charges that are assessed for damages or excessive cleaning may be passed on to the individual or the sponsoring organization. If you have any further questions about the above policies and procedures, please contact the Chief PR & Marketing Officer or delegated official on 033-345 1404.

Banking details:

Account Name: KwaZulu-Natal Museum; Bank: First National Bank; Account number: 509 5035 62 93; Branch Code: 25 73 55
Please email (sdlamini@nmsa.org.za) or fax (033-345 0561) proof of payment if electronic payment is made.