

Request for rent of halls, parks, sport- and show halls

Request number

Year Number

Request for rent of halls, parks,
sport- and showhalls



You can send this form with your signature to

Municipality of Otjiwarongo
2 Krefststreet
Private Bag 2209
Otjiwarongo

You can bring this form with your signature to

Municipality of Otjiwarongo
2 Krefststreet
or
Orwetoveni Municipality
Liberthine Amathila Avenue

For more information you can contact the Municipality of Otjiwarongo

Phone 067 302231

Fax 067 302098

email enquiries@otjimun.org.na

1 **Contact information of client**

a Name _____

b Adress or Plotnumber _____

c Municipality _____

d Phone _____

e Fax _____

f E-mail _____

Request for rent of halls, parks, sport- and show halls

2 Facility and requirements

- a Facility
- | | |
|---|---|
| <input type="checkbox"/> Show Hall | <input type="checkbox"/> Bar |
| | <input type="checkbox"/> Restaurant |
| | <input type="checkbox"/> Pavilion |
| | <input type="checkbox"/> Grand piano |
| | <input type="checkbox"/> General piano |
| <hr/> | |
| <input type="checkbox"/> Show Hall for School and Price Giving Function | Requirements, check above |
| <i>Note: council's approval needed</i> | |
| <hr/> | |
| <input type="checkbox"/> Show Hall for Practice purposes | Requirements, check above |
| <i>Note: performances preparing and decorations, provided that it isn't needed for other purposes</i> | |
| <hr/> | |
| <input type="checkbox"/> Homecraft Hall | |
| <input type="checkbox"/> Telecom Hall | |
| <input type="checkbox"/> Showgrounds | <input type="checkbox"/> Coffee stands |
| | <input type="checkbox"/> Floodlights |
| | <input type="checkbox"/> Electrical leads |
| | <i>note: refundable deposit payable</i> |
| <hr/> | |
| <input type="checkbox"/> Rent of stables: large stock | Nr of cattle |
| <input type="checkbox"/> Rent of stables: small stock | Nr of cattle |
| <hr/> | |
| <input type="checkbox"/> Netball court | |
| <input type="checkbox"/> Grass field | |
| <hr/> | |
| <input type="checkbox"/> Circuses, Merry-Go-Round and Gipsies | Nr of days |
| | Nr of garbage containers |
| | <input type="checkbox"/> Electricity |
| <hr/> | |
| <input type="checkbox"/> Mokati Stadium | |
| <input type="checkbox"/> Swanevelder Hall | |

b Activity

_____ from _____
c Date _____ until _____

Approximate number of people

d attending _____

3 Signature

a Municipality _____

b Date _____

c Signature _____

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4 Information on tariffs

RENT: MUNICIPAL FACILITIES

		2009/2010	2010/2011	Increase
SHOW HALL	per occasion	500	600	20.00%
SHOW HALL - REFUNDABLE DEPOSIT PAYABLE	per occasion	500	500	0.00%
PARE SIS RESTAURANT	per occasion	200	200	0.00%
PARE SIS BAR	per occasion	250	250	0.00%
PARE SIS COFFEE STANDS	per occasion	150	150	0.00%
SWANEVELDER HALL	per occasion	500	600	20.00%
SWANEVELDER HALL - REFUNDABLE DEPOSIT PAYABLE	per occasion	500	500	0.00%
OLD MUSEUM BUILDING (Sunshine)	per month		500	
SECONDARY SCHOOL	per year	6000	3000	-50.00%
PRIMARY SCHOOL	per year	2700	1500	-44.44%
TARR FIELD	per occasion	0	100	
RENT STABLES FOR ONE LARGE STOCK PER HEAD	per day	10	10	0.00%
RENT STABLES FOR ONE SMALL STOCK PER HEAD	per day	3	3	0.00%
PARE SIS SPORT GROUNDS per field	per occasion	600	700	16.67%
MOKATI SPORT GROUNDS per field	per occasion	600	700	16.67%
SPORT GROUND - REFUNDABLE DEPOSIT PAYABLE	per occasion	200	500	150.00%
PARE SIS SPORT GROUNDS per field/building	per practice		50	
MOKATI SPORT GROUNDS per field	per practice		50	
FLOODLIGHTS	per occasion	200	200	0.00%
TENNIS COURT	per occasion		100	
TENNIS COURT	per practice		10	
GOLF FIELDS	per occasion		200	
GOLF FIELDS	per practice		20	
NETBALL COURT	per occasion	100	100	0.00%
NETBALL COURT	per practice		10	
ELECTRICAL LEAD: REFUNDABLE DEPOSIT PAYABLE	per occasion	200	200	0.00%
INFORMAL AREA - PLOTS	per month	26	Included in pre pay water tariff	

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5 Required rent and deposit (to be filled in by municipality)

a Rent	NAD	The rent must be paid in full no later than two weeks prior the event. If it is not paid in full, we will be allowed to rent out the facility to an other party
<hr/>		
b Deposit	NAD	The deposit must be paid immediately: in person at the counter, when making the reservation When making the reservation by mail, phone or fax: 3 days after we received your request If it is not paid in time, we will be allowed to rent out the facility to an other party
<hr/>		
c Deposit payment received	Date	Verified by
	Number	
<hr/>		
d Full payment received	Date	Verified by
	Number	
<hr/>		
e Community services informed	Date	Signed by
<hr/>		
f Key	Out <input type="checkbox"/>	Verified by
	Returned <input type="checkbox"/>	Verified by
<hr/>		
g Community services damage control	OK <input type="checkbox"/>	Verified by
	Damage <input type="checkbox"/>	
<hr/>		
h Deposit returned	Yes <input type="checkbox"/>	Verified by
	No <input type="checkbox"/>	
<hr/>		