

**1 TUKSSPORT – SPORTS FACILITIES**

Sports Centre, Room 1-106  
University of Pretoria Sports Grounds  
South Street, Hatfield, 0028  
Tel: (012) 420-6360 / 6324  
Fax: (012) 420-6095  
E-mail: tebogo.manchidi@up.ac.za

**APPLICATION FOR USE OF SPORTS FACILITIES**  
**INTERNAL (UP) BOOKINGS**

Procedure for applying to use Sports Facilities: The completed application form must be submitted at least 6 months in advance for major events, and 21 days in advance for normal bookings. No verbal or telephonic enquiries will be treated as formal applications. **Only once you have received written confirmation, may you continue with arrangements for the event. The onus is on you to check that the details of the confirmation are correct. Contact our office immediately if there are any problems or changes.**

**If any section on this application form is incomplete, the application will not be considered. The University reserves the right to refuse hire of a sport facility to any person or groups without citing a reason:**

**1. PERSONAL DETAILS:**

1.1 Name of Department: \_\_\_\_\_

1.2 Title, initials & surname: \_\_\_\_\_  
**Person responsible for the account**

1.3 Postal Address: \_\_\_\_\_

1.4 Tel: (w): \_\_\_\_\_ Cell: \_\_+\_\_\_\_\_

1.5 Fax: \_\_\_\_\_ Tel: (h) \_\_\_\_\_

1.6 E-mail address: \_\_\_\_\_

**2. EVENT DETAILS:**

2.1 Name of event: \_\_\_\_\_

2.2 Nature & Purpose of event: \_\_\_\_\_

2.3 Earlier Date Preparation: \_\_\_\_\_

2.2 Date of event: \_\_\_\_\_ **2018**

2.3 Arrival & preparation time: \_\_\_\_\_

2.4 Event Starting Time: \_\_\_\_\_

2.5 Special requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.6 Person in charge:  
Of the preparations \_\_\_\_\_

2.7 Telephone: (Work) \_\_\_\_\_ Cell: \_\_\_\_\_

2.8 Number of Expected participants: \_\_\_\_\_ Number of expected spectators: \_\_\_\_\_

### 3. **CATERING SERVICES**

**ALL Catering services** at the Sports Campus are contracted to the HPC banqueting and or Achilles Restaurant.

**NO other caterers** may be allowed to provide these services. All Sports Centre catering to be arranged with Achilles Restaurant Tel: (012) 362-0561. All terrain and club houses catering to be arranged with HPC Restaurant Tel: (012) 362-9800 or E-mail: [linda.tyrell@hpc.co.za](mailto:linda.tyrell@hpc.co.za) or [banqueting.hpc@up.ac.za](mailto:banqueting.hpc@up.ac.za).

Details of admission fees / course fees or sponsorships: \_\_\_\_\_

Details of advertising/branding materials which will be displayed: \_\_\_\_\_

Select the facility needed:

Facility	Mark with X  Indicate number of fields or courts you require.	Capacity	Approval (office use only)  By signing off this venue for the specified date and time, sport managers or Dept Heads are requested to diarise this info to avoid any double bookings.
BestMed Stadium (Tartan)		4 500	
Athletics Clubhouse		100	
Athletics VOC		20	
Athletics Grass Track		1000	
Basketball courts 4 combo courts tennis		10	
Beach Volley Ball		10	
Braai-area (at Achilles)		100	
Climbing Wall		10	
Cricket Oval A		11	
Cricket Fields B C D E		11	
Cricket Nets (Artificial, 12)		2	
Cricket Nets (Grass, 24)		2	
Cricket F		11	
Cricket Clubhouse		50	
Cross Country Track		1 000	
Football Fields A - L		10	
Football clubhouse		80	
Foyer		100	
Golf Training Center		50	
Hall 2A		50	
Hall 2B		50	
Hall 3		80	
Hockey Astro		10	
Hockey Fields 1 – 4		10	
Hockey Training Astro		15	
Hockey Clubhouse		180	
Indoor Pool (heated)		10	
Lecture Room 1		150	
Lecture Room 2		50	
Martial Arts Centre (Basement)		100	
Netball Courts (5)		14	
Outdoor Swimming Pool (heated)		(50m)	
P. van Zyl Dam		200	
Rag Farm – <b>Students</b>		3 000	
Rembrandt Hall		4 500	
Rugby Fields A – F		10	
Rugby Clubhouse		100	
Springbok hall		250	
Squash Courts 1-7		4	
Tennis Courts 1 – 22		2	
Tuks Stadium		14150	
Uitspan - <b>Personnel</b>		1 000	
VIP Room		60	

**STANDARD TERMS AND CONDITIONS FOR THE USE OF  
UP SPORTS GROUNDS / SPORTS CENTRE BY THE CLIENT**

- 3.1 The University undertakes to ensure that all services rendered by it or any duly appointed contractor is in accordance with general industry standards, but does not guarantee same and shall not accept any liability should the services rendered prove not to meet any required standards or otherwise prove in any way to be inadequate.
- 3.2 All costs incurred in the provision of the services shall be for the Client's account and the University shall be entitled to recoup same from the Client.
- 3.3 The University shall issue an invoice to the Client for the aggregate amount due the University and which comprises –
- 3.3.1 rental payable in respect of the facilities reserved for use by the Client;
- 3.3.2 all fees payable for Services to be rendered by the University and/or contractors as per the quotes accepted by the Client.
- 3.4 The Client shall pay –
- 3.4.1 a 100% (Hundred Percent) payment on the aggregate amount by no later than seven (7) days (for normal events) and 3 months (for major events) prior to the Event; (except if specified otherwise in a separate written agreement between the Parties).
- 3.5 All payments referred to herein shall exclude value added tax ("VAT") which shall be for the cost of the Client.
- 3.6 Payment shall be made to a bank account nominated in writing for that purpose by the University, and the reference number must be indicated clearly.
- 3.7 The Client may not withhold payment of any amount/s due in terms hereof because it has been inconvenienced, or because its use of the facilities has been impaired or restricted by repairs, renovation or interruption, or for any other reason whatsoever.
- 3.8 Should the Client fail to pay any amount due in terms hereof on or before the due date for payment, interest shall accrue and be payable thereon for the benefit of the University from the due date of payment until the actual date of payment. Such interest shall be calculated monthly in arrears at the prevailing prime lending rate of the University's bankers.
- 3.9 Any cancellation must be conveyed to the University in writing, and a deposit shall only be refunded if written notice of cancellation has reached the University by no later than seven (7) (for normal events) and 30 (for major events) calendar days prior to the Event, failing which the Client shall be liable to pay the full amount.
- 3.10 The Client, through its designated representative, shall assume overall organizational responsibility for the Event and shall in furtherance There of liaise with the Project Office to ensure the proper planning and coordinating of the Event.
- 3.11 The Client may be obliged by the University to take out and maintain appropriate insurance policies in respect of its own risks and activities on the Premises, with an insurance company approved by the University and for the amount required by the University, unlimited for any one event, for any one insurance year.
- 3.12 Any damaged or lost University or University-controlled facility, equipment, apparatus or furniture shall be reported immediately to the TSFD and shall be repaired or replaced at the Client's cost, save where it can be shown that the damage or loss was not caused by the Client.
- 3.13 The Client shall not cause any nuisance or disturbance, nor shall it permit the causing of such nuisance or disturbance, to the occupants of any adjacent or nearby premises or building. All persons on the Premises, including but not limited to any participants and spectators, are to conduct themselves in a civilized manner at all times whilst on the Premises.
- 3.14 The Client shall at its own cost issue accreditation tags or similar form of identification to all the appropriate persons.
- 3.15 In the instance that an Event is to receive television coverage, the Client shall give timely notice thereof to the Project Office and the Client shall employ all reasonable endeavors to procure and facilitate the conclusion of a separate agreement between the University and the relevant television network prior to the Event taking place.
- 3.16 The provision of medical and emergency services shall be compulsory for all events including training matches and shall meet with all requirements set by law as well as the University's internal policies and procedures.
- 3.17 Any temporary amenities and equipment installed on the Premises shall only be taken into use upon prior inspection and approval by the TukSport Facility Division.
- 3.18 The University shall grant the Client, all duly accredited persons, as well as all ticket-bearing spectators, reasonable access to the Premises subject to such precautionary measures as may be deemed necessary or prescribed for the protection of life and assets everywhere on the Premises.
- 3.19 Ticket sales and all arrangements relating thereto (if applicable) shall be determined by the Client in consultation with the Project Office.
- 3.20 A comprehensive security and contingency plan shall be compiled prior to the Event by the Client in consultation with the Project Office and said plan shall form an integral part of the contract between the Parties.
- 3.21 In the instance that the University directly or indirectly provides security services or any security equipment on or around the Premises, the Client agrees that the University shall not be held legally liable for any acts or omissions on the part of the persons or entity carrying out such services or for the failure or malfunction of any such security equipment. **Right of admission to the Premises is reserved.**
- 3.22 Any marketing materials produced in relation to this Agreement shall only be used or distributed with the prior written approval of the Marketing Manager: TuksSport.
- 3.23 Both Parties shall refrain from using the other Party's logo's or any other intellectual property of such party without the prior written consent of such Party being obtained.
- 3.24 All information, documents, programmes and reports related or incidental hereto shall be regarded as confidential and may not be made available by either Party without the prior written consent of the other Party.
- 3.25 The Client herewith indemnifies the University from any action or claim of any nature whatsoever that might be brought by any person against the University as a result of any personal loss, injury or damage arising directly or indirectly from any act or omission on the part of the Client.
- 3.26 The Client agrees that it shall have no claim of whatsoever nature against the University or its employees, officials, contractors, students or guests, for any personal injury, loss or damage that the Client may sustain while on the Premises or making use of the University's facilities, save insofar as such claim may arise out of any intentional act or omission on the part of the University. The Client acknowledges that all facilities on the Premises are used at own risk.
- 3.27 The Client shall be liable to the University for any loss or theft of, or damage caused to, University property by the Client.
- 3.28 Should either Party –
- a) commit a breach of any material term of or condition and fail to remedy that breach after receipt of written notice from the other party (the "Aggrieved Party") calling on it to do so, within the time specified in such written notice;
  - b) be notified by the Aggrieved Party to remedy any breach more than twice,

then the Aggrieved party shall be entitled but not obliged to cancel this Agreement upon written notice to the Party in breach, without prejudice to any other claim of any nature whatsoever which the Aggrieved party may have against the Party in breach as a result thereof.

- 3.29 In the instance of *force majeure* this Agreement will be suspended for the entire period during which the *force majeure* event is in effect.
- 3.30 All notices given by either Party to the other in terms of this Agreement shall be given in writing and delivered by hand, or by pre-paid registered post, or by fax or e – mail to the Manager Sport Facilities
- 3.31 for the University:  
The Office of the Director: TuksSport Room 1 - 93  
Tuks Sport Centre University of Pretoria  
LC de Villiers Sports Grounds South Street Pretoria  
For attention: Mr Toby Sutcliffe
- 3.32 For the Client, its postal address as indicated in the Application for Use of Sports Facilities – Internal Bookings. All
- 3.33 notices delivered by either Party to the other shall be delivered by hand or sent by prepaid registered post , by fax or e-
- 3.34 mail A notice shall be presumed, unless the contrary has been proven, to have been given –
- if hand delivered during business hours on a business day, on the date of delivery;
  - if posted by prepaid registered post, 5 (Five) business days after the date of posting thereof;
  - if sent by fax or e –mail, on the 1<sup>st</sup> (First) business day following the date of sending of such fax.
- 3.37 The University hereby chooses *domicilium citandi et executandi* at the Office of the Director: TuksSport, Room 1-93, Tuks Sport Centre, University of Pretoria, LC de Villiers Sports Grounds, South Street, Pretoria
- 3.38 The Client hereby chooses *domicilium citandi et executandi* at the physical address as indicated in the Application for Use of Sports Facilities – Internal Bookings.
- 3.39 No refreshments may be served in the practice halls or consumed in the cloakrooms.
- 3.40 The Client shall be responsible for clearing out all refuse, marketing materials or other materials brought onto the Premises, after conclusion of the Event.
- 3.41 The Premises (including the LC de Villiers Sports Grounds and the Sport Centre) operate from 06h00 and closes at 22h30 from Monday to Friday and at 18h00 on Weekends (Saturday and Sunday).
- 3.42 White soled shoes are compulsory for practice in any halls on the Premises.
- 3.43 No vehicles may be parked or driven on any of the sports fields or grassed areas.
- 3.44 No University or University-controlled equipment, furniture or other property may be moved or removed from the premises without the University's prior written consent.
- 3.45 Smoking is prohibited in any buildings on the Premises.
- 3.46 The 'Uitspan' premises are reserved for the exclusive use by University departments and units.
- 3.47 The Rag Farm ('Joolplaas') is reserved for the exclusive use by registered University student organizations and University personnel departments.
- 3.48 No entrances may be obstructed in any way by any Client.
- 3.49 Fires are confined to the allocated braai areas, and no open fires are permitted on the Premises.
- 3.50 Smoke machines that operate with oil are prohibited.
- 3.51 The overcrowding of any facility is prohibited, and the prescribed capacity shall be strictly enforced.
- 3.52 Allocated drop-in zones may be occupied for recreational purposes on Sundays.
- 3.53 In case of conflict between these terms and the terms of a separate/main agreement, the terms of the separate (main) agreement shall prevail.
- 3.54 The client will be responsible to obtain a SAPS risk categorization and to submit an application for approval to City of Tshwane Events Joint Operation Centre.

**I have read and understood the contents of the terms and conditions applicable to using the University of Pretoria Sports Facilities and accept by signing below:**

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(Please complete if registered for VAT)

**Our Reference** : (Mr) Peter Masola  
**Telephone number** : (012) 420-5972  
**e-mail address** : debtors@up.ac.za  
**Fax number** : (012) 362-1862

Lynnwoodroad, Pretoria, 0002  
Republic of South Africa  
<http://www.up.ac.za>  
Tel (012) 420 5254 Fax (012) 420 4401  
e-mail:mdw@up.ac.za

**Office of the Deputy Director: Finance**

2 **TO WHOM IT MAY CONCERN**

In terms of the latest amendment to Section 20(4) of the Value-Added Tax (VAT) Act, it is now a requirement that the VAT reference number of both the supplier and the recipient, if registered for VAT purposes, appear on a tax invoice. This amendment has been in effect since 1 March 2005. The information must please be sent to above address.

Details required:

COMPANY NAME : \_\_\_\_\_  
VAT REGISTRATION NO. : \_\_\_\_\_  
(Please fax copy of vat certificate)  
POSTAL ADDRESS : \_\_\_\_\_  
Code \_\_\_\_\_  
NAME OF THE HEAD CREDITORS : \_\_\_\_\_  
TEL. NO (\_\_\_\_\_) \_\_\_\_\_  
FAX NO (\_\_\_\_\_) \_\_\_\_\_  
E-MAIL ADDRESS : \_\_\_\_\_  
NAME OF MANAGING DIRECTOR / OWNER : \_\_\_\_\_

Thanking you for your assistance

M DE WAAL  
Deputy Director

**TuksSport  
Project Office  
Application for an Invoice to be issued**

<b><u>Date:</u></b>
---------------------

**Detail of Client/Institution**

<b>Full Name of Company/Institution/ Person:</b>	
<b>VAT Number</b>	
<b>Person Responsible for Payment:</b>	
<b>Tel no. (Office):</b>	
<b>(Cell):</b>	
<b>Fax number:</b>	
<b>Email Address:</b>	
<b>Complete Postal Address:</b>	
<b>Your reference Number:</b>	

**Details of Services Rendered/ Goods delivered: (Description required for Invoice)**

<b>Event name and date</b>

The undersigned hereby confirms that the above information is correct and true.

**NAME:** \_\_\_\_\_

**IN MY CAPACITY AS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## TuksSport

### Emergency Care Unit

Tel: 012 420 3998    Fax: 012 420 6095    E – mail: christien.vandermerwe@up.ac.za

### **Application for Booking of Services**

7 days' notice required  
attach fixtures/schedule of matches to application

<b>SPORT CLUB</b>				
<b>DATE/S REQUIRED</b>				
<b>VENUE</b>				
<b>TIME</b>	until	Total hours		
<b>Amount of first aid workers requested</b> (minimum 2 per field/court)				
<b>Medical Doctor</b>	Yes No		<b>Ambulance</b>	Yes No
<b>Applicant Name &amp; Surname</b>				
<b>Tel</b>				
<b>Date of Application &amp; Signature</b>				

**For Office use:**

Date Application received by Administration: \_\_\_\_\_

Name of Dr. on Duty: \_\_\_\_\_ Tel \_\_\_\_\_

First Aid Worker: Name & Surname	Cell Phone Number.	Venue	Start Time	Finish Time

I hereby assume responsibility for the information given to TuksTrauma and Ms C. van der Merwe for the event/s as stated above.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**DATE**

**APPLICATION FOR THE APPROVAL OF THE SERVING OF ALCOHOLIC BEVERAGES ON ALL UNIVERSITY PREMISES WITH THE EXCEPTION OF LICENSED PREMISES**

PLEASE NOTE: Applications must be submitted **IN PRINT, IN TRIPLICATE AND AT LEAST 7 DAYS** prior to \_\_\_\_\_ Administration building. The conditions applicable to the serving of alcohol on all University premises are Comply with

1. Indicate whether alcohol will be

YES

NO

2. Herewith application is made on behalf of: \_\_\_\_\_ for approval to sell and/or serve wine/beer/spirits (delete which is not applicable) at \_\_\_\_\_

3. Nature of function \_\_\_\_\_ (eg. Rag Dance, Barbecue, Cocktail party)

4. Number of people expected \_\_\_\_\_ 5. Date of proposed function \_\_\_\_\_

6. Proposed duration of

- the function From \_\_\_\_\_ to \_\_\_\_\_ (not later than 22:30)
- the serving of alcohol From \_\_\_\_\_ to \_\_\_\_\_

**7. CONDITIONS APPLICABLE TO THE SERVING AND/OR SALE OF ALCOHOLIC BEVERAGES ON ALL UNIVERSITY PREMISES WITH THE EXCEPTION OF LICENSED PREMISES**

- 7.1 Apart from the exceptions mentioned above alcoholic beverages may only be served or consumed on University premises with the written permission of the Director: Facilities Management, acting on the authority given to him by the Principal
- 7.2 The University, should such be required by the Client and agreed to by the University, shall apply for a temporary liquor license and should such application be successful, be entitled to recoup the cost of such application from the Client. The sale and/or consumption shall be confined to the premises or part thereof for which the temporary liquor license has been obtained. Without deducting from the generality of the Liquor Act and the regulations promulgated in terms thereof, the Client undertakes to avoid irregularities regarding the sale and/or serving of liquor to any third person, including but not limited to players, officials, spectators and any *bona fide* guests. The University at all times remains the owner of the temporary liquor license and, in the event that it deems such action imperative under the circumstances, shall be entitled to restrict or suspend the sale or serving of alcohol. The Client indemnifies the University against any claim which may result against the University as the owner of the license, regarding the control thereof by the Client.
- 7.3 The University shall appoint a representative, who shall be an employee of the University, to monitor and oversee the sale and/or serving of alcoholic beverages at the specific venue or premises. The University representative –
- 7.3.1 is tasked with accepts full responsibility for the orderly course of events on behalf of the Director: Facilities Management.
- 7.3.2 shall remain present for the full duration of the specific function or event;
- 7.3.3 shall ensure that, after the conclusion of the function or event, or at the specified cut-off time for serving of liquor in terms of the liquor license, the sale, serving and/or consumption of alcoholic beverages is ceased.
- 7.4 The sale of alcoholic beverages at function held on University premises, excluding licensed premises and occasions for which special permission is obtained, is not allowed under ANY circumstances.

8. Applicant's name and title: \_\_\_\_\_

Address: \_\_\_\_\_  
Post code: \_\_\_\_\_ Tel no: \_\_\_\_\_ Cell no: \_\_\_\_\_

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
declare that he/she is aware of the applicable conditions as stated above

9. Patron' name and tile \_\_\_\_\_

Department/ Section \_\_\_\_\_ Tel no: \_\_\_\_\_ Cell no: \_\_\_\_\_  
Bond with the University  
Or body that apply:

**SIGNATURE OF PATRON** \_\_\_\_\_ **DATE** \_\_\_\_\_  
to give his/her assent to act as patron and to declare that he/she is aware of the applicable conditions as set out on to

10. **DIRECTOR: RESIDENCE AFFAIRS AND ACCOMODATION** APPROVED  REJECTED   
**Prof R N Visser**



Ingevolge die **Nasionale Wet op Omgewingsbestuur**  
**National Environmental Management Act**  
2.1.2 107 van 1998, hoofstuk 7 artikel 1, 2a-b, 3a-e  
e  
en die **Universiteit van Pretoria**  
**Pretoria**  
**Beleid: Omgewingsbestuur**  
**Management**

In accordance with the  
chapter 7 article 1, 2a-b, 3a-  
and the **University of**  
**Policy: Environmental**

**OMGEWINGSREËLS**

**ENVIRONMENTAL RULES**

1. Geen oop vure, behalwe binne toegewysde areas	1. No open fires, except in designated areas
2. Geen vuurwerke	2. No fire works
3. Geen troeteldiere	3. No pets
4. Geen reagense / materiale wat die omgewing kan / mag skaad of beskadig, word toegelaat nie	4. No substances / materials that can / may be detrimental or harmful to the environment, is allowed
5. Toegang tot en gebruik van UP se natuurlike waterbronne is beperk, swem en visvang is verbode in alle strome en damme	5. Entry to, and use of, Up's natural water recourses is limited, swimming and fishing is prohibited in all streams and dams
6. Geen fona en flora mag geskaad en / of verwyder word nie	6. No fauna and flora may be damaged and / or removed
7. Vullis moet verwyder word, alvorens die terrein verlaat word	7. Waste must be removed before the premises is vacated
8. Geen besoedeling word toegelaat nie	8. Pollution is prohibited
9. Die voorbereiding van voedsel en drank word beperk tot areas geormerk vir die doeleindes ( kombuise)	9. The preparation of food and drink is limited to areas designated for that purpose ( kitchens )
10. Geen voertuig word op enige sportvelde en / of sensitiewe Omgewingsareast toegelaat nie	10. No vehicles, on any sport field and / or sensitive Environmental areas

➔ Enige misdryf / nie nakoming van hierdie reëls kan lei tot vervolging ⬅  
➔ Any transgression / non compliance of / with this rules can lead to prosecution ⬅

VERKLARING	DECLARATION
Hiermee verklaar ek / ons, dat ek / ons, alle reëls en regulasies soos uiteengesit in hierdie dokument sal nakom en dat ek / ons verantwoordelik sal wees vir enige gevolglike onkoste verbonde daaraan indien hierdie reëls en regulasies nie na gekom word nie.	Hereby I / we declare that, I / we will abide to all rules and regulations as stipulated in this document and that I / we will be responsible for any cost incurred by non compliance to these rules and regulations.

Geteken te / Signed at \_\_\_\_\_ op / on \_\_\_\_\_ van / of \_\_\_\_\_ 20 \_\_\_\_\_

Vir en namens die funksie of projek  
For and on behalf of the function

**Omgewingsbestuurder**  
**Environmental Manager**