

Department of Economic Development and Environment
City of Windhoek

☒ 59

80 Independence Avenue
WINDHOEK, NAMIBIA



APPLICATION FOR THE USE OF ALL SPORTS FACILITY

Organization:

Type of Function:

Facility Leased/Used:

Date of Function:

Time of Function: From:..... To:.....

Name of Contact Person:

Capacity:

Postal Address:

Tel:

Cell:

E-mail:

We hereby declare that we understand and are familiar with the Rules and Regulations pertaining the venue requested and conditions regarding the deposit, lease and total amount to paid as stipulated in the attached Annexure and undertake to comply.

The deposit of N\$.....the lease amount of N\$.....

And the total amount of N\$.....has been paid/not paid.

Signature of Lessee/User:

Date:

For official use: Parks Division

Name:.....

Signature.....

Date:.....

Invoice/Receipt No:

Vote No: N\$.....Has been paid/not paid

DEPARTMENT OF ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES - PARKS DIVISION
Rules and Regulations for the use of the Sam Nujoma Stadium

1. The Sam Nujoma Stadium is hired out on request, but preference will be given to the Namibia Football Association and or the Namibia Premier League Clubs for football games for a specific time and date agreed by all parties. All bookings shall be done through the Sports Administrator at the Sam Nujoma Stadium.
2. All booking should be done within 7 days before the date of the vent. The rental fees and the deposit for the bookings is payable in advance within 7 days after making the booking. The proof of payment should submit immediately, after payment is done. The administrator on duty will not allow any event to take part if no payment is done in full.
3. The lessee/user shall only have access to the main stadium, practise field, parking areas committee room, private area, closed kiosks, lights and informal stalls with written permission. The securities are obliged to request such permission.
4. The lessee/user reserves the right to remove any unwanted person(s) or to stop the proceedings at any time when warranted.
5. The refund on cancellation will only be considered in writing if requested in writing at least 48 hours before the date of the event. If a request for refund is received within 48 hours before the event the refundable deposit will be withheld.
6. The lessee/user shall vacate facilities at the agreed time as the facilities may be leased out for consecutive time periods to different lessees/users on the same day.
7. Payments can be made at any Council pay point.
- 8.

8.1 The lease amounts for utilization of the Main field, Private Area (VIP) and Conference Room per or part thereof (Including Vat).

➤ For Soccer Matches, including the Parking areas (Not including Private Area, Conference Room and Close Kiosk or Lights).	N\$ 5 183.85
➤ For Soccer practises Monday to Friday weekdays (Excluding public holidays and weekends)	N\$ 173.25
➤ Main field for music show or similar events, Including parking area and limited ablution facilities per event (Artificial protective covering to be installed and removed by an approved Contractor, which is to be paid by the lease)	N\$ 10 838.10
➤ The private Area (VIP) per event excluding catering	N\$ 2 073.75
➤ Main field lights per one (1) light, per hour	N\$ 156.45
➤ Electricity Point per hour	N\$ 73.50
➤ Conference Room for half day (7h30 to 13h00)	N\$ 621.60
➤ Conference Room for full day (7h30 to 16h30)	N\$ 915.60
➤ Refundable Deposit for Soccer	N\$ 2 073.75
➤ Refundable deposit for music show, other than soccer (Not including the private area, board room, closed kiosk or lights)	N\$ 9 425.00

8.2 Lease amount for the utilization of the Kiosk and informal Stalls:

➤ One (1) Closed Kiosk or one (1) Open Kiosk Electricity is not included in this amount (Prepaid Electricity)	N\$ 518.70
➤ One (1) Informal Stall	N\$ 88.20

8.3 The Lease amount for the utilization of the Training Field:

➤ Training Field for Soccer games and athletics,	N\$ 435.60
➤ Training field for soccer practise per hour	N\$ 36.96

➤ Training Field and VIP Parking Area for music shows and similar events,	N\$ 6 220.20
➤ Refundable Deposit for music Show	N\$ 2 073.75
➤ B – Field one (1) light, per hour	N\$ 52.50
➤ Electricity Point per hour	N\$ 73.50

9. Special Events and after hour functions

- If required a stage may be set up in the North – Western side of the main pitch. **(Areas will be specified by the officer on duty)**
- Spectators are required to view the event from the pavilion.
- Public Members are not allowed on the Main Field.
- No Vehicles, High hills (shoes), cigarettes, dogs and bubble gums are allowed on the pitch under any circumstances.
- No tents with pens are allowed on the pitch, only frame tents.
- Vehicles are only allowed in the parking areas.
- Event organisers should contact the officer on duty before erect anything on the pitch and after the event to ascertain any damages.
- No function will be allowed to continue after 00:00.
- The lessee/user should provide their own security company during and after hour functions.

10. No glass bottles or objects considered to be dangerous by the Security are allowed inside the premises.

11. No hawkers and traders will be allowed to do business in the parking area or outside the stadium.

- Closed Kiosk and Informal Stalls are available for rental inside the premises.
- Any ashes or charcoals and other litter must be removed after the event
- Any damages during the event will be the responsibility of the lessee/user.
- In the event of any damages incurred the deposit shall be withheld and the lessee/user

12. The lessee/user shall be held liable for restoring/replacing damages in case of failure to restore/ replace the damages within 7 days, Council will restore the damages and the lessee/user shall be accountable for the cost.
The cost will firstly be deducted from the N\$1 452.00 or the N\$ 6 600.00 deposit.
If the cost is higher than the deposit by the lessee/user to the City of Windhoek.

12.1 No refundable deposits will be processed without original receipts.

12.2 Refundable Deposit will be processed over (10) ten working days.

12.3 The lessee/user should provide bank details for Refundable Deposit

13. All applicants for the usage of the facilities should be completed in writing on the prescribed form.
The lessee/user should ensure that no disturbances occur during the utilisation of the facilities.
If disturbances are reported the lessee/user will be held responsible.
14. Council and its employees are exempted from whatever may happen to the participants in any organised event held at the Sam Nujoma Stadium