

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 UN Plaza Basketball and Netball Courts

1. The UN Plaza Basketball Courts is hired out on request and preference will be given to the first applicant for a specific time and date agreed by all parties. All bookings shall be done through the Sports Administrator at the Khomasdal Soccer Stadium.
2. All applications for the usage of the Basketball Courts should be completed in writing on the prescribed form. The lessee/user reserves should ensure that no disturbances occur during the utilisation of the facilities. If disturbances occur during the utilisation of the facilities. If disturbances are reported the lessee/user will be held responsible.
3. The lessee/user shall only have access to facilities with written permission. Security Staff are obliged to request such permission. The lessee/user reserves the right to remove any person(s) disrupting the event or to stop the proceedings at any time when so warranted.
4. The rental fees for bookings is payable in advance at least 48 hours before the date of the event. The proof of payment should be submitted immediately, after payment is done.
5. Payments can be made at any Council pay point.
6. The refund on cancellation will only be considered if submitted in writing at least 48 hours before the date of the planned event.
7. The Basketball Courts may be leased for different consecutive time periods to various lessees/users on the same day with one (1) hour intervals between events.
8. The lease amounts for the Basketball Courts are as follows:

Per hour or part thereof the Utilization of Basketball and Netball Court

➤ Basketball and Netball games per court per day	N\$ 502.95
➤ Schools, churches and non – profit organisations per game	N\$ 252.00
➤ Basketball and Netball practice per hour for weekdays (per court)	N\$ 43.05
➤ For music shows or similar events	N\$ 3353.70
➤ Schools, churches and non – profit organisations music shows, etc.	N\$ 1676.85
➤ Refundable Deposit for Music Shows or similar events	N\$ 1676.85
➤ Lights for courts per hour	N\$ 43.05
➤ Electricity point per hour	N\$ 59.85

9. Any damages during the event will be the responsibility of the lessee/user. In the event of any damages incurred the lessee/user shall be held liable for restoring/replacing the damage. In case of failure to restore/replace the damage within 7 days, council will restore the damage and the lessee/user shall be accountable for the cost.

9.1 No Refundable deposits will process without original receipts.

9.2 Refundable deposits will be processed over (10) ten working days.

10. No event will be allowed to continue after 00.00 unless permission is obtained from the City of Windhoek when the booking is made.
11. Please keep the noise level low not to disturb business in the surrounding areas.
12. The City of Windhoek and its employees are exempted from whatever may happen to the participants in any organised event held at the UN Plaza Basketball Courts.
13. It is the responsibility of the event organiser or person that makes the bookings to ensure there is an attendance list for contact tracing
14. The event organiser should ensure Covid-19 regulations are adhered at all times

For any queries don't hesitate to contact the sport administrator at Khomasdal Stadium for bookings Aletha @ 0811286646