

Department of Economic Development and Environment
City of Windhoek

☒ 59

80 Independence Avenue
WINDHOEK, NAMIBIA



ENQ:	Officer: Recreation & Event Management	Phone:	+264 61 2903550/40
Date:		Fax:	+264 61 290 3552
Email:	ouk@windhoekcc.org.na	Ref:	Booking of UN Plaza lawn

Utilization of UN Plaza Park Lawn

Name of Applicant:
Identity No:
Postal Address:
Physical Address:
Type of event:
Date / Time:
Tel/Cell no:
Email:

However, this permission is subject to the following condition:

- No trades are allowed.
- Only Awareness Campaigns /Promotional Events allowed at front lawn area.
- It is expected that the area be free of litter after the event.
- Only Frames tents allowed no pen tents or Kazimbo's.
- Tents may only be erected in the presence of Horticultural Assistant, Parks division.
- Please arrange with City Police /Traffic department about parking areas.
- Please provide your own generator, as there is no electricity in the park.
- It is expected to provide extra mobile toilets at your own cost.
- Ablution facility is under Cleaning contractor and id open on Saturday until 13h00 further arrangements can be made in advance
- No vehicles will be allowed inside the park, accept for loading purpose only.
- No music performance will be allowed in the front lawn area, use amphitheatre for music purpose.
- There will be no fire and braai's allowed. All stalls should be speedily dismantled and removed at the conclusion of the event.
- Please keep noise level low not to disturb business surrounding areas.
- Compulsory site meeting is expected wit relevant parties involved.
- All persons entering and /using the premises do so at own risk.

- City of Windhoek will be not being responsible for any lost/ theft of property or any injury.
 - Cancellation must be given in writing seven days before the event in order to get your refund.
 - Please adhere to the rules/ regulations of the park, as set out on the notice board at lower entrance.
- Non – compliance of the rules could result in approval of the future applications to be declined.

NB: Permission to utilize the UN Plaza is granted subjected to the complying of regulations related to State of emergency (Covid-2019). Therefore please ensure that the regulations are complied with in order to reduce the spread of the pandemic Corona virus.

A fee of N\$ 462.00 including VAT per day is payable at least 7 days before the function. Refundable Deposit N\$400 .00, will be kept if there is damage occurred. The connection of electricity should be arranged well in advance with Mr Namgongo at (vhn@windhoekcc.org.na , (061) 2902473/ 0811295245or Ms. B. Riruako/061-2902475 and for electricity failure contact electricity control room at 061 – 2902452, 3, 4. Electricity fee of N\$ 623.13 VAT included must be paid separately.

Signature Client-----

Date-----

City Representative -----

Date-----