

APPLICATION FOR THE USE OF A COUNCIL FACILITY

Organisation:

Type of Function:

Facility Leased/Used:

Date of Function:

Time of Function: ☐ 08:00-13:00 ☐ 13:00-18:00 ☐ 18:00-24:00
Tick the time bracket:

Name of Contact Person:

Capacity:

Postal Address:

Tel:

Cell:

Fax:

E-mail:

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

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 – PARKS DIVISION

Rules and Regulations for the Use of the Swimming Pool facilities

1. The Swimming Pool facilities are 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 Swimming Pool Administrator.

2. The rental fees for bookings are payable within 7 days after making the booking.

3. All applications for the usage of the facilities should be completed in writing on the prescribed form.

4. The lessee/user shall only have access to the Swimming bath, ablution facilities, lapa and parking area with written permission. The Lessor reserves the right to remove person(s) disrupting the event or to stop the proceeding at any time when so warranted.

5. The refund on cancellation will only be considered if submitted in writing at least 7 days before the date of the planned function.

6. The facilities may be leased for different consecutive time periods to various lessees/users on the same day with (2) hour intervals between events.

7. Payments can be made at the Admission Cashiers at the swimming pool.

8. The lease amount for the usage is as follows:

Per morning, Monday to Thursday	\$ 336.00
---------------------------------	-----------

(08:00 until 13:00) excluding public holidays

Per afternoon, Monday to Thursday	N\$ 336.00
-----------------------------------	------------

(13:00 until 18:00) excluding public holidays

Per evening, Monday to Thursdays	N\$ 502.95
----------------------------------	------------

(18:00 until 00:00) excluding public holidays

Per morning, Friday to Saturday	N\$ 1341.90
---------------------------------	-------------

(08:00 until 13:00) including public holidays

Per afternoon, Friday to Saturday	N\$ 1341.90
-----------------------------------	-------------

(13:00 until 18:00) including public holidays

Per evening, Friday to Saturday	N\$ 1676.85
---------------------------------	-------------

(18:00 until 00:00) including public holidays

Per morning, Sundays N\$ 1844.85

(08:00 until 13:00) including public holidays

Per afternoon , Sundays N\$ 1844.85

(13:00 until 18:00)including public holidays

Per evening, Sundays N\$ 2029.65

(18:00 until 00:00)including public holidays

Deposit(Refundable if no damage on premise) N\$ 1500.00

Admission fees for schools:

Learners from any school, accompanied by a teacher N\$ 3.30 per leaner

On weekdays between 10:00 and 18:00

Coaching fees: Per lane per hour N\$ 25.15

Excluding public holidays

Reservation of swimming bath per “club nights” N\$ 91.35

by swimming clubs or other approved organizations

Organized group of handicapped person No Charge

Under the protection and supervision of a
registered welfare organization

Club members and registered coaches

Shall use monthly or season tickets or pay admission charges in order to
obtain admission to the bath.

9. The swimming bath may be closed for the general public for purpose of
swimming competitions as approved by the Council.

10. All Lessee/user must ensure that no disturbances occur during utilisation of
the facilities. If disturbances are reported the lessee/user will be held
responsible.

11. No swimming will be allowed at after hour functions held in the lapa under any circumstances.

12. The lessee/user has to provide their own cutlery, crockery ,tables ,and chairs if needed.

13. Barbeques will only be allowed in the areas as specified by the Swimming Pool Administrator. Vehicles are only allowed in the parking area.

14. No glass bottles or any objects considered to be dangerous by the Security are allowed inside the swimming bath area.

15. Any damages during the event will be the responsibility of the lessee/user. In The event of damages incurred

16. Violation of facility rules & regulation will serve as a fine and therefor the refundable deposit will be withheld

**CANCELLATION AND NO-SHOW FOR THE RENTAL OF SWIMMING POOL LAPAS
Description Fees**

More than 30 calendar days before arrival	No charge
15 - 30 calendar days before arrival	25% of full rental payment is retained
8 - 14 calendar days before arrival	50% of full rental payment is retained
7 calendar days and less before arrival	Full rental payment is retained