

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 COMMUNITY SERVICES – PARKS DIVISION**  
Rules and Regulations for the use of the John Ya Otto Nakhudhu Soccer Field

1. The John Ya Otto Nakhudhu Soccer Field 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 booking shall be done through the Sports Administrator at the Sam Nujoma Stadium.
2. The rental fees for the bookings is payable in advance 7 days after making the booking. The proof of payment should be submitted immediately, after payment is done.
3. The refund on cancellation will only be considered if submitted in writing at least 7 days before the date of the event.
4. The facilities may be leased out for different consecutive time periods to various lessees/users on the same day with two (2) hours intervals between events
5. Payments can be made at any Council pay point.
6. The lease amounts for usage are as follow:

**6.1 Utilization of the Field per Day or part thereof (Including Vat)**

➤ Field for soccer games and athletic, including of the ablution Facility and the parking area per day weekends and public holidays.	<b>N\$ 502.95</b>
➤ Field for soccer practise Monday to Friday <b>Only (excluding public holidays and weekends)</b>	<b>N\$ 43.05</b>
➤ Field for music shows or similar events , Including use of the ablution facility, per event	<b>N\$ 5 031.60</b>
➤ Utilisation of Electricity Point	<b>N\$ 59.85</b>
➤ Refundable Deposit for utilisation of the venue for music shows or similar Events	<b>N\$ 1 676.85</b>

**7. Special Events and after hour functions**

- If required a stage maybe set up on the field in an area specified by the Sports Administrator.
  - Event organisers should contact the Officer on duty before and after the event to ascertain any damages.
  - Vehicles are only allowed where parking is provided.
  - No vehicles are allowed on the field under any circumstances
  - No function will be allowed to continue after **00:00** unless permission is obtained from the City Police or Nampol in writing when booking is made.
  - The lessee/user should provide own security at after hour function.
8. Glasses bottles and objects regarded by the security to be dangerous are not allowed inside the premises
  9. The lessee/user must ensure that the facility is clean and in a good condition after use.
  10. No hawkers and traders will be allowed to do business on the pitch or in the parking area.
  11. Any damage during the event will be responsibility of the lessee/user. In the event of any damages incurred on equipment etc. The lessee /user shall be held liable for restoring/replacing the damage. In case of failure to restore the damage within 7 days, Council will restore the damage and the lessee/user shall be accountable for the cost.
  - 12.
  - 11.1 No Refundable deposits will be processed without original receipts
  - 12.2 Refundable deposits will be processed over (10) ten working days.
  - 12.3 The lessee/user should provide bank details for Refundable Deposit.
  13. The lessee/user shall only have access to the field, ablution facilities and parking area with written permission. Security personal are obliged to request Such permission.

14. The lesser reserves the right to remove any person(s) disrupting the event or to stop the proceedings at any time when warranted.
15. All applications 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 occur during the utilisation of the facilities. If disturbances are reported the lessee/user will be held responsible.
16. Council and its employees are exempted from whatever may happen to the participants in any organise event held at the John Ya Otto Nakhudhu Soccer Field.