

## Terms and Conditions for Venue Hire Oliewenhuis Art Museum

The conditions below are valid for conferences, corporate functions, banquets, wedding receptions and the like.

### 1. Rent

*The Reservoir*

Venue hire **R 3 000.00** per day.

Should the venue be required a day prior to the actual function, a setup rental of **R 1500.00** per day will be levied. Availability of venue can only be confirmed one week prior to the function date.

**Venue hire is payable as confirmation of the reservation and is non-refundable.**

### 2. Damages

Should any damages to any part of the interior of the premises, fixtures, fittings, artworks or any other property belonging to Oliewenhuis Art Museum occur during a function, the client shall be held responsible for all costs and will be billed accordingly.

### 3. Cancellations

3.1 Oliewenhuis Art Museum reserves the right to cancel any reservation forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest or any other cause beyond the control of Oliewenhuis Art Museum which shall prevent it from performing its obligations. Under these circumstances every effort will be made to find an alternative venue.

### 4. Risk / Loss / Damages

4.1 Oliewenhuis Art Museum will not be held liable for interruptions of services i.e. water, electricity, sanitary services etc. which are beyond our control.

4.2 Whilst every precaution will be taken to ensure the safeguarding of the clients belongings, Oliewenhuis Art Museum will not be liable for loss or damage to any property whatsoever. All personal and valuable property is to be removed directly after the function.

4.3 Oliewenhuis Art Museum or its employees will not be held liable for any loss, or injury to persons due to negligence or any other cause whatsoever.

**Sign:** \_\_\_\_\_

## 5. Rules and Regulations

- 5.1 The specific intent of the Reservoir is a space for the display of artwork and under no circumstances are artworks to be removed for any specific purpose or event.**
- 5.2 For safety purposes any form of draping is strictly forbidden in the Reservoir.
- 5.3 Under no circumstances are nails or screws to be inserted into the Reservoir walls and pillars.
- 5.4 Tampering or adjusting of spotlights will not be tolerated.
- 5.5 No decorations are to be hung from the light railings or any other fixtures.
- 5.6 No electrical wiring is to be draped over the electrical lighting channels in the Reservoir.
- 5.7 Tables and chairs, flower arrangement or decorations etc. are to be placed no closer than two meters from the edge of the walls.
- 5.8 Artworks are not to be obscured by decorations, equipment or appliances.
- 5.9 Under no circumstances are any vehicles or heavy objects to be moved across the roof of the Reservoir.
- 5.10 The installation of tents, jumping castles, tent pegs or banners on the roof of the Reservoir is strictly forbidden.
- 5.11 Under no circumstances is anything to be packed or placed in close proximity of the fire escape or fire extinguishers.
- 5.12 All decorations, flowers, candelabras etc. are to be removed from the Reservoir directly after the function or before 10:00 the following day.
- 5.12 Tampering or interfering with the air conditioner, closed circuit television system or electrical systems is under no circumstances allowed.
- 5.13 The lift may not be used to convey any article, which, by reason of its weight or characteristic, is liable to cause damage to the mechanism or assembly.
- 5.14 Smoking in the Reservoir is not allowed.
- 5.15 As a safety precaution, no extension cords or electrical wiring is to be placed across the floor of the Reservoir.

I hereby agree to abide by the terms and conditions as set out in this document and hereto bind myself in my personal capacity as surety for all monies owing, arising from this agreement.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Function

\_\_\_\_\_  
Today's Date