

# KONSERVATORIUM

## HIRING CONTRACT 2016

*for concerts*



KONSERVATORIUM  
STELLENBOSCH UNIVERSITY

LESSEE requests booking as follows:

CONCERT		DATE/S	
CONTACT PERSON		CELL	
TEL		FAX	
E-MAIL			

**NB:** Booking ONLY DEFINITE after receipt of signed booking form and non-refundable DEPOSIT 3 months prior to concert. Further costs incurred will be invoiced.

### **NB – REHEARSALS AND SETTING-UP TIME IS NOT FREE OF CHARGE**

*Please complete and return to the Facilities Officer:  
Nicky Fransman, Tel: 021 808 2382, Fax: 021 808 2340, E-mail: [nfr@sun.ac.za](mailto:nfr@sun.ac.za)*

### **1. LESSEE: [COMPLETE IN FULL PLEASE – for VAT-purposes] \*\*\* NB**

NAME OF BUSINESS [company/school/ other]	
COMPANY REGISTRATION NO	
VAT NO	
<i>Should you require a tax invoice, please attach a copy of your business letterhead</i>	
- OR -	
PRIVATE PERSON	
TITLE, INITIALS AND SURNAME	
IDENTITY NUMBER [attach photostat please]	
POSTAL ADDRESS	
Postal code	

STREET ADDRESS	
Postal code	

## 2. CONCERT:

NAME OF CONCERT			
STARTING TIME			
Name(s) of Group/Soloists		Duration of 1 <sup>st</sup> half	
		Interval [ $\pm$ 15 minutes]	
Total number of participants		Duration of 2 <sup>nd</sup> half	
Name of pianist/organist			
Ticket price		Concession[s]	
Tickets / booking at			
Contact Tel no for tickets			
At no additional cost: DO YOU REQUIRE REFRESHMENTS TO BE SOLD DURING INTERVAL?	YES	NO	

## 3. BOOKING OF VENUES / INSTRUMENTS:

2016	Rc	YES	NO
<b>ENDLER HALL (531 seats)</b>			
Per performance with full services	11 000		
Rehearsal – per hour	2 000		
<b>FISMER HALL (180 seats)</b>			
Per performance with full services	8 000		
Rehearsal – per hour	2 000		
<b>VENUES AS WARMUP and/or DRESSING ROOMS</b>			
Fismer Hall – limited to 150 people	2 000		

Jannasch Hall – limited to 125 people	2 000		
Lecture Rooms A214 and A221 – limited to 60 people each	2 000		
Staff Room– limited to 60 people	2 000		
<b>INSTRUMENTS</b>	<b>Number</b>	<b>Tuned/Not tuned</b>	
Concert grand pianos	Tuned R2 200 each Not tuned R1800		
Marcussen organ [44 stops]			
Harpicord			
Recordings Endler and Fismer	R2 000 p/u		

#### 4. PAYMENT AGREEMENT:

Fee – concert	
Fee – rehearsal	
Fee – warmup	
Piano/organ [ <i>tuned/not tuned</i> ]	
Overtime [after 22:00] R1 000 p/u	
<b>DEPOSIT 25%</b>	R Payable when signed contract is returned
<b>BALANCE OWING</b>	Full payment required before or on day of concert

*Electronic payments to:* University of Stellenbosch, Standard Bank, Stellenbosch-branch  
Branch code 050610 – Account no 07 300 6955

**NB: Proof** of payment /deposit to [music@sun.ac.za](mailto:music@sun.ac.za) [Senior Admin Officer, Marie-Louise du Plessis, tel: 021 808 2334]

#### 5. REQUESTS – STAGE:

ITEM	YES	NO	DETAILS
Choir rostra			Number of rows
			Number of participants
Orchestra chairs			Number
Music stands @ R5 each			Number

#### 6. ARRANGEMENTS ON DAY OF PRODUCTION

TIME/S AT WHICH VENUES ARE NEEDED FOR

#### 7. Rehearsal / warm-up

Date		Time		to		Venue	
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Contact person + cell no <i>[if different from above.]</i> :							

8. **Decorating** of hall/foyer i.e. **flower arrangements** etc. . (NB See Conditions of Hire no. 14.3 + 15).

Date		Time		to		Venue	
Specify							
Contact person + cell no <i>[if different from above.]</i> :							

**9. CATERING AND RECEPTIONS:**

The venues available are the Staff Room (60 people), Fismar Hall (180 people) and Endler Foyers (2 foyers - 200 people each). Use of the Staff Room includes the use of the kitchen facilities [microwave, fridge].

*NB If the Endler Foyer is used, an amount of R6 000 could be charged should any damage/stains occur. You are kindly requested not to serve red wine/port or red soft drinks/food stuffs which could possibly stain.*

10. **ADMISSION** Due to academic activities certain venues are not necessarily available during the week.

**PLEASE COMPLETE:**

*I hereby declare that all the information supplied herein by me is complete and correct.*

*I acknowledge receipt of the Conditions of Hire and undertake to abide by them unconditionally.*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name (in print): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LESSEE

LESSOR/CHAIR

## CONDITIONS OF HIRE:

1. The Endler is available for music productions, conferences or seminars subject to the approval of the Lessor.
2. Additional sound, lighting and décor only allowed as an exception if there is an agreement **in writing** between the lessor and the lessee.
3. The Lessee will restrict admission to the auditorium to the maximum number of seats. Endler – 531 seats (of which Row U: 25 seats is at all times reserved for use by University), Fisser – 180 seats, Jannasch – 125 seats. **In accordance with safety regulations, it is strictly prohibited for persons to stand or sit in the aisles.**
4. **Limited services:** Only available during required times with the service of a Facilities Officer.
5. **Full services: 1 hour prior to + half an hour after performance** [not exceeding 4 hours in total].
- 5.1 **Facilities available:** Foyer, box office, toilet facilities, garderobe, auditorium, change rooms, soloist rooms, Green Room
- 5.2 **Services of the following persons:** Facilities Officer [overseeing and advisory capacity], 2 assistants [stage and foyer services], ushers, program sellers and box office staff.
11. The total number of participants for any event in the Endler is limited to 150 [due to load capacity of the stage]
12. Participants must remain in their change rooms from 30 minutes before the performance, where necessary under adult supervision.
13. The Lessor is not accountable for any copyright infringement. Four copies of the programme must be submitted to the Facilities Officer for declaration to SA Copyright Authorities (SAMRO).
14. The Lessor will restrict access to the auditorium during rehearsals to persons directly involved with the production only.
15. It is the responsibility of the Lessee to maintain order inside and outside the auditorium, especially pertaining to larger groups e.g. choirs – **there must be strict supervision. Instructions are not to be given in the foyer to any group.**
16. The Lessor is not accountable for any loss or damage that the Lessee may incur due to any fault or lack of equipment or structure of the venue and accepts no responsibility for any injury incurred or damages to/loss of property brought/left onto the premises by any persons.
17. **The Lessee is solely responsible for the punctual commencement of all productions.**
- 13.1 The Lessee is accountable for any damage to/loss of equipment and structures of the venue incurred during time of occupation of the said premises.
- 13.2 The lessee is responsible for keeping the rehearsal facilities neat and tidy during productions. The lessee will be held responsible for all costs that may occur regarding cleaning or damages after the production.
- 13.3 Unless the Lessor indicates to the contrary, it is accepted that the equipment and the venue is in a satisfactory condition.
- 14.1 The safety and welfare of participants and audience alike is the FULL responsibility of the Lessee and the Lessor cannot be held responsible if rostra (e.g. choir benches) are **pulled out and setup** by the Lessee and not by Konservatorium facility officers;
- 14.2 the Lessor cannot be held responsible if artists enter the stage in the dark or with subdued lighting;
- 14.3 because of the risk factors involved, the banisters in the Foyer may under no circumstances be decorated.
- 15 No decorations or exhibits may be displayed in the venue without the written consent of the Lessor.
16. The Lessor is not responsible for **the handling + carrying of equipment belonging to/hired by Lessee.**
17. The Lessee will ensure that nobody smokes on stage and in the auditorium during rehearsals. Under NO circumstances are refreshments allowed in the auditorium.
18. No unprotected lights or open flames of any nature may be used in the venues.
19. Permanent equipment installed in the venue may be operated only by persons approved by the Lessor.
20. Equipment that is not part of the venue e.g. sound and video recorders are only allowed on the premises with the written consent of the Director or the Facilities Officer of the Konservatorium. Equipment without the necessary consent may be confiscated.
21. No photographs may be taken in the auditorium or any video or sound recordings made without Lessor's **written consent.**
22. The Lessor may, if the Lessee does not comply to conditions of hire, cancel the hire agreement with 24 hour notice.
23. The hire of the Endler does not necessarily include the use of other Konservatorium facilities.
24. **PARKING:** The Lessee may only use those parking spaces as allocated by the Lessor, under no circumstances may the parking spaces of Konservatorium personnel be used.