

The Namibia Institute of

Public Administration and

Management

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Estate and Management Unit

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**NIPAM VENUE HIRE BOOKING FORM**

|  |  |
| --- | --- |
| Course / Event |  |
| Institution / Office / Ministry / Agency |  |
| Department |  |
| Main contact person for the Event |  |
| Address for invoice |  |
| Telephone |  |
| Mobile number |  |
| Fax |  |
| Email |  |
|  | |
| Date(s) of event / Course |  |
| Number of delegates /participants |  |
| Start time |  |
| Break times |  |
| End time |  |
| Venue |  |
|  | |
| Full Names of the Authorizing Officer to be contacted Regrading Payment claim*.* “*in capital letters”* |  |
| Signature: |  |

**VERY IMPORTANT:**

All our prices are daily rates.

NIPAM will assist you with any amendments and adjustments during the preparation of your event.

Final amendments will only be accepted up until 24 hours prior to your event and that must be done in writing.

The following cancellation fees and penalties will apply:

- Cancellation notice, one day before the event/function date: 50% of the quoted price will be forfeited

- Cancellation on the day of the event/function will result into 100% for fitment of the quoted price.

**NIPAM OPERATING HOURS: 7H30 – 16H30, Monday – Friday only.**

***NB: CLIENTS ARE WELCOME TO MAKE PRIO ARRAGEMENTS SHOULD THEY REQUIRE ADDITIONAL HOURS BEYOND THE INTENDED INDICATED TIME SCHEDULE BOOKED FOR.***

**CONFERENCE HALLS / LECTURE ROOMS**

*(Please tick the required venue for your event)*

|  |  |  |  |
| --- | --- | --- | --- |
| **ADMINISTRATION BLOCK** |  | **All prices are daily rates** | |
| Small Rooms (15 pax) |  | N$ 500.00 | |
| Medium Rooms (45 pax) *U-shape = Seating Style* |  | N$1000.00 | |
| Medium Rooms (90 pax) *Classroom = Seating Style* |  | N$2000.00 | |
| Computer Lab with 20 Computers (20 pax) *Board room = Seating Style* |  | N$1000.00 | |
| Board Room (20 pax) |  | N$1000.00 | |
| Break – Away Rooms (10 pax) |  | N$ 250.00 | |
|  |  |  | |
| **LECTURE BLOCK** | | | |
| Lecture Halls (50 pax) *Classroom = Seating Style* |  | N$1200.00 | |
| Lecture halls (130 pax) *Classroom = Seating Style* |  | N$2400.00 | |
| Break – Away Rooms (10 pax) |  | N$ 250.00 | |
|  |  |  | |
| **CONFERENCE BLOCK** |  |  | |
| Conference Hall (60 pax) *Classroom = Seating Style* |  | N$1200.00 | |
| Conference Hall (110 pax) *Classroom = Seating Style* |  | N$2400.00 | |
| Executive Conference Hall (300 pax) *Classroom = Seating Plan* |  | N$2800.00 (Full Hall) without tables | |
| **AMPHITHEATER** (100 pax) theater seating style |  | N$1000.00 ( is an open view space suitable for acting and dance performances) | |
| **SEATING STYLE** |  | *Classroom accommodates more persons* | *U-shape (only applicable to less than 50pax in most cases)* |
|  |  |  | |
| **AUDIO-VISUAL EQUIPMENT** |  |  | |
| Standard A/V package (includes: computer, screen, data projector and microphones) |  | N$1650.00 per day *for all halls and break – away rooms at the “Lecture Block”* *only*. | |
| **Free Wi-Fi in all the Rooms** |  |  | |
| **STATIONERY** *(please tick the required item)* |  |  | |
| Flipchart Paper |  | N$50.00 p/pad of 40 sheets | |
| Markers – White board |  | N$10.00 each – specify colour: | |
| Markers – Permanent |  | N$10.00 each – specify colour: | |
| Press tick |  | N$15.00 | |
| Note Book A5 |  | N$10.00 | |
| Bic Black Pen |  | N$5.00 | |

**THIS BOOKING FORM IS ONLY APPLICABLE TO VENUE RESERVATIONS. CLIENTS WHO WILL REQUIRE CATERING SERVICES SHOULD KINDLY CONTACT THE SERVICE PROVIDER DIRECTLY AT THE FOLLOWING:**

Mr. Mr Isaac Cronje (Catering Operation Manager)

E-mail Address: nipam[catering@jandpgroup.biz](mailto:catering@jandpgroup.biz)

Office Tel No: 061-2964800, Cell No: 0816437830

Physical Address: NIPAM Campus

Olympia, Paul Nash Street, Erf No: 27, Cafeteria/Restaurant – Basement at the Back of the Main Building.

**NB!** **CLIENTS ARE NOT ALLOWED TO BRING IN THEIR OWN CATERING SERVICE PROVIDERS IN NIPAM CAMPUS.**

**Terms and Conditions of venue hire at NIPAM**

1. The quotation shall be valid for a period of 7 days and is subject to availability.
2. Booking will only be confirmed once a valid purchase order or 100% payment has been received.
3. NIPAM reserves the right to cancel all bookings if no valid purchase order or proof of payments has been received 48 hours before the commencement of the event, all confirmations and cancellations must be done 48 hours before commencement of the event.
4. All overdue accounts shall bear interest at 2.5 % per month from the date upon which the payment becomes due.
5. No food and or beverages may be brought onto the premises for consumption.
6. No affixing of items to the walls doors or windows will be allowed. The customer is responsible to remove all décor after the function. NIPAM will not be held liable for any loss or damages.
7. Parking is available but is at own risk. NIPAM shall not be held liable for any loss or damaged suffered as a result of theft or damage of whatever nature sustained to any vehicle and or the contents thereof.
8. All prices are inclusive of VAT at 15 %.
9. Deposits paid are non-refundable.
10. All changes and cancellation must be made in writing by the client.
11. All arrangements with regard to catering service must be done directly with John and Penny Group (The resident caterer). Please enquire with them for any special requests or dietary provisions.
12. NIPAM reserves the right of admission.
13. NIPAM reserves the right to change the previously allocated venue upon giving reasonable prior notice to clients.
14. The customer shall not be entitled to assign the booking to any third party nor utilize the facilities for any purpose other than stated in the quotation without prior written approval from NIPAM.
15. Smoking inside venues are prohibited.
16. Loud music is prohibited on NIPAM’s premises.
17. Please take note that prices are subject to change without prior notice and any additional charges incurred on the day of the conference or function must be paid within the next working day.
18. NIPAM shall not be liable for any injury sustained or loss of life on NIPAM’s premises.
19. The customer shall ensure that all lights, electrical appliances and air conditioners etc are switched off when vacating the venue.
20. Participants are responsible for the safe-keeping of their property at all times. NIPAM shall not be held liable for any loss incurred.
21. NIPAM’s operating hours are from Monday – Friday from 07:30 to 16:30. Arrangements other than within the operating hours and days shall require special approval and carry a surcharge. These charges will be clearly indicated in the quotation provided.
22. Should a special arrangement be made for a function to continue after 16:30, this shall attract an additional charge of N$ 300 per hour or part thereof.
23. Audio visual equipment is not available in all venues. It is the duty of the person/organization to inform NIPAM whether they require audio visual equipment. This must clearly be stated on the booking form.
24. Please note that the price quoted and invoiced may differ as a result of actual hours remained within the venue.