



Enquiries: Estate and Procurement Management Unit

procurement@nipam.na or +264 61 296 4820

NIPAM VENUE/CONFERENCE FACILITY 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.	
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 are to be 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 charged.
- The full quoted price will be invoiced if the cancellation is made on the day of the event/function.

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

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

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) <i>U-shape = Seating Style</i>		N\$1000.00	
Medium Rooms (90 pax) <i>Classroom = Seating Style</i>		N\$2000.00	
Computer Lab with 20 Computers (20 pax) <i>Board room = Seating Style</i>		N\$1000.00	
First Floor Board Room (20 pax)		N\$1000.00	
Break – Away Rooms (10 pax)		N\$ 250.00	
<i>These prices exclude audio-visual equipment's</i>			
LECTURE BLOCK			
Lecture Halls (50 pax) <i>Classroom = Seating Style</i>		N\$1200.00	
Lecture halls (130 pax) <i>Classroom = Seating Style</i>		N\$2400.00	
Break – Away Rooms (10 pax)		N\$ 250.00	
<i>These prices exclude audio-visual equipment's</i>			
CONFERENCE BLOCK			
Conference Hall (60 pax) <i>Classroom = Seating Style</i>		N\$1200.00	
Conference Hall (110 pax) <i>Classroom = Seating Style</i>		N\$2400.00	
Executive Conference Hall (300 pax) <i>Classroom = Seating Plan</i>		N\$2800.00 (Full Hall) without tables	
<i>These prices exclude audio-visual equipment's</i>			
Amphitheatre (100 pax) theatre seating style		N\$1000.00 (is an open view space suitable for acting and dance performances)	
SEATING STYLES		<i>Classroom accommodates more persons</i>	<i>U-shape (only applicable to less than 50pax in most cases)</i>
AUDIO-VISUAL EQUIPMENT			
Standard A/V package (includes: computer, screen, data projector and microphones)		N\$1650.00 per day for all halls and breakaway 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 – Whiteboard		N\$10.00 each – specify colour:	
Markers – Permanent		N\$10.00 each – specify colour:	
Press tick		N\$15.00	
NoteBook 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:

E-mail Address: nipamcatering@jandpgroup.biz

Office Tel No: 061-2964800/ 0814842476

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 CATERING SERVICE PROVIDERS IN NIPAM CAMPUS.

TRANSFORMING THROUGH
CAPACITY BUILDING

Terms and Conditions when using NIPAM Venues / Conference Facilities

1. A quotation is valid for seven (7) days and is subject to venue availability if not confirmed.
2. Booking will only be reserved once confirmed before the event date.
3. NIPAM reserves the right to allocate the intended venue to another user should there be no receipt of any confirmation two (2) days before commencement of any event. Cancellations are acceptable, two (2) days before any event commencement.
4. No client will be allowed to use the venue without any payment commitment (Proof of full payment or Purchase Order).
5. All overdue payments shall bear an interest of 2.5 % per month, 30 days after the invoice date.
6. Food and beverages are not allowed into the venue.
7. Parking's are available at client's 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. Deposits paid are non-refundable, and no part payments will be accepted.
9. All booking changes, additions and cancellation must be in writing to NIPAM.
10. All arrangements concerning catering service must be communicated directly to John and Penny Group (The resident caterer).
11. NIPAM reserves the right to change the previously allocated venue upon giving reasonable reasons to the client.
12. Clients shall not be allowed to pass-on/allocate the booked venue to any third party nor utilise the facilities for any other purpose than what they have booked.
13. Smoking in buildings is prohibited.
14. Loud music, sound and noise are prohibited on NIPAM's premises.
15. No venue will be open if the client has not fully paid or did not provide a purchase order.
16. NIPAM shall not be liable for any injury sustained or loss of life in its premises.
17. Clients are requested to ensure that all lights, electrical appliances and the air-conditioner is switched-off at the end of their event.
18. Participants are responsible for the safe-keeping of their property at all times. NIPAM shall not be held liable for any loss incurred.
19. NIPAM's operating hours are from Monday – Friday from 07:30 to 16:30. Arrangements for events to continue or be hosted after normal operating hours and days shall require special approval that will carry an additional cost "surcharge".
20. NIPAM does not provide table cloths, clients wishing to use such should hire them directly. NIPAM will not be liable for any used branded table cloths without the owner's concern and authorisation.
21. All venues do not have Audiovisual equipment. The person/organization must inform NIPAM of their intention to use any audiovisual equipment for proper guidance.
22. Quoted price and invoiced might differ as a result of actual used items and hours stayed after NIPAM's official operating hours.