

The Namibia Institute of

Public Administration and

Management

Paul Nash Street, Olympia

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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 |  |
| The primary 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 (Allocated Available 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 should always be made 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 total quoted price will be invoiced if the cancellation is made on the event/function date.

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

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

**CONFERENCE HALLS / LECTURE ROOMS**

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

|  |
| --- |
| **ADMINISTRATION BLOCK (*These prices exclude audio-visual equipment)* VENUE RATES**  |
| Small Rooms (15 pax) |  | Weekdays | N$1800.00 Daily Rate |
|  | Weekends | N$3000.00 Daily Rate |
| Medium Rooms (45 pax) *U-shape = Seating Style* |  | Weekdays | N$2000.00 Daily Rate |
|  | Weekends | N$3000.00 Daily Rate |
| Medium Rooms (90 pax) *Classroom = Seating Style* |  | Weekdays | N$3000.00 Daily Rate |
|  | Weekends | N$4200.00 Daily Rate |
| Computer Lab with 20 Computers (20 pax) *Board room = Seating Style*  |  | Weekdays | N$3000.00 Daily Rate |
|  | Weekends | N$4000.00 Daily Rate |
| Board Room (16 pax) |  | Weekdays | N$2000.00 Daily Rate |
|  | Weekends | N$3000.00 Daily Rate |
| Break–Away Rooms (5 pax)  |  | Weekdays | N$1000.00 Daily Rate |
|  | Weekends | N$1500.00 Daily Rate |
| **LECTURE BLOCK These prices exclude audio-visual equipment** |
| Lecture Halls (30 pax) *Classroom = Seating Style* |  | Weekdays | N$2500.00 Daily Rate |
|  | Weekends | N$3800.00 Daily Rate |
| Lecture halls (60 pax) *Classroom = Seating Style* |  | Weekdays | N$3800.00 Daily Rate |
|  | Weekends | N$5200.00 Daily Rate |
| Break–Away Rooms (5 pax)  |  | Weekdays | N$1000.00 Daily Rate |
|  | Weekends | N$1500.00 Daily Rate |
| **CONFERENCE BLOCK** **These prices exclude audio-visual equipment** |
| Conference Hall (30 pax) *Classroom = Seating Style* |  | Weekdays | N$2500.00 Daily Rate |
|  | Weekends | N$3800.00 Daily Rate |
| Conference Hall (60 pax) *Classroom = Seating Style* |  | Weekdays | N$3800.00 Daily Rate |
|  | Weekends | N$5200.00 Daily Rate |
| Executive Conference Hall (300 pax, "without tables") *and (150 pax "with tables") Classroom Seating Style only* |  | Weekdays | N$6800.00 Daily Rate |
|  | Weekends | N$8500.00 Daily Rate |
| **OTHERS** |  |  |  |
| Holding Room  |  | Weekdays | N$1000.00 Daily Rate |
|  | Weekends | N$1500.00 Daily Rate |
| Office |  | Weekdays | N$1000.00 Daily Rate |
|  | Weekends | N$1500.00 Daily Rate |
| Surcharge Rate (The Surcharge rate is a fee charged to clients whose event goes beyond NIPAM's operating hours, weekends, and public holidays)  |  |  | N$300.00 Hour Rate |
| **Amphitheatre** |
| This is an open-view space suitable for acting and dance performances (50 pax) theatre seating style.  |  | Weekdays | N$2500.00 Daily Rate |
|  | Weekends | N$3000.00 Daily Rate |
| **SEATING STYLES**  |  | *The classroom accommodates more people.* | U-shape only applies to events with less than 50 pax in each venue. |
| **AUDIO-VISUAL EQUIPMENT** |  |  |
| The standard A/V package includes a computer, screen, data projector and microphones. |  | N$1650.00 per day  |
| Video Conferencing |  | N$2558.40 per day |
| **Free Wi-Fi in all the Rooms**  |  |  |
| **STATIONERY** *(please make the required item from the list)* |  |  |
| 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 |
| Notebooks A5 |  | N$10.00 |
| Bic Black Pen |  | N$5.00 |

**NIPAM has taken over the operation of its Cafeteria/Restaurant at the Basement of the Main Building “Administration Block”.**

The contact details are as follows: email address: cafeteria@nipam.na and finance@nipam.na

Tele No: +264 61 296 4800

Physical Address: NIPAM Campus, Olympia - Paul Nash Street, Erf No: 27,

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

**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. Kindly confirm the reservation after receipt of the quotation.
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 the event's commencement. Cancellations are acceptable two (2) days before any event commencement.
4. No client will be allowed to use the venue without any payment commitment, and Proof of Payment or Purchase Order will be required before the place is open.
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 is available at the client's own risk. NIPAM shall not be held liable for any loss or damage suffered from 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 cancellations must be in writing to NIPAM.
10. All catering services needs/requirements must be arranged by the venue hirer "client" directly with 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 provided a purchase order.
16. NIPAM shall not be liable for any injury sustained or loss of life on its premises.
17. Clients are requested to ensure that all lights, electrical appliances, and air-conditioners are switched off at the end of their event.
18. Participants are responsible for the safekeeping of their property. 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 regular operating hours and days shall require special approval that will carry an additional cost "surcharge" of N$300.00 per hour.
20. NIPAM does not provide tablecloths; clients wishing to use such should hire them directly. NIPAM will not be liable for any used branded tablecloths without the owner's concern and authorisation.
21. Break-away rooms do not have Audio-visual (projector and screen) except for the two break-away rooms at the Academic Block.
22. Quoted prices and invoices might differ due to actual used items and hours stayed after NIPAM's official operating hours.