

## CHAPTER 23

### VENUE OR FACILITY BOOKING AND PERMISSION FOR THE USE OF ALCOHOLIC BEVERAGES

#### CONDITIONS FOR ALL CAMPUSES

- 23.1** The application and official booking form must be completed and signed by the persons indicated and, accompanied by the total amount payable, submitted to the Facility Manager at least ten (10) workdays before the relevant function is due to take place.
- 23.2** Cancellations must be made in writing to the Facility Manager at least five (5) workdays before the date on which the function is due to take place. If a cancellation is made earlier than five (5) workdays before the function is due to take place, the deposit is repayable; if it is made later than five (5) workdays before the function is due to take place, the deposit is forfeited.
- 23.3** Permission will be granted to student organisations that wish to use halls, rooms, areas or facilities only if they have been duly registered at Student Governance and Leadership Development. If such an organisation has not been duly registered, it has to comply with the same conditions of contract, tariffs and booking requirements as outside organisations.
- 23.4** The official guardian of the student organisation whose application has been approved will be co-responsible for compliance with the provisions as stipulated in the booking form regarding student activities.
- 23.5** The right of admission is reserved.
- 23.6** People who attend the function must behave in a disciplined and well-ordered manner throughout. The applicant must request persons who do not conduct themselves properly to leave the premises immediately. In serious cases of misconduct, he or she should contact Campus Protection Services to take control of the situation.
- 23.7** Only security officers of Campus Protection Services may be employed. Special security and/or traffic arrangements may be made in advance with the Head of Campus Protection Services.
- 23.8** A report must be drawn up of any damage caused and/or any cases of serious misconduct at the function and must be submitted within 24 hours of the function to the person who has granted permission for the function to be held. A copy of such report must be sent to the Head of Campus Protection Services.
- 23.9** Only someone who has been duly authorised thereto may sign the booking form(s) for approval.
- 23.10** Rental, as set out in the official list of tariffs, is payable on signing the booking form at the Facility Manager's office.
- 23.11** No keys are to be handed to the applicants to lock or open the facility. Ad hoc arrangements will be made for kitchen facilities (if applicable).
- 23.12** TUT is hereby exempted from any claim which, for whatever reason, arises from the use of the facility concerned and/or the use of liquor.
- 23.13** Permission to a student or student organisation to host a promotional event will only be granted once the promotion has been approved by Corporate Affairs and Marketing, and Student Governance and Leadership Development.

#### **23.14 USAGE OF ALCOHOLIC BEVERAGES**

- 23.14.1** The approval of the application does not mean that permission has been granted for selling or serving liquor at a function. An application for a temporary liquor licence must be submitted to the Director of Accommodation, Residence Life and Catering and the Head of Facility Management.



- 23.14.2 Liquor may be served only if applicable arrangements have been made in advance with the Director of Accommodation, Residence Life and Catering.
- 23.14.3 Proof must be submitted that permission has been granted to use the particular facility before permission to use liquor may be granted.
- 23.14.4 The applicant assumes full responsibility for any damage that he or she, or any person(s) under his or her control, may cause to any property of the University or to any other property under the control of the University.
- 23.14.5 In the case of an external organisation, the applicant must personally be present, from start to finish, at a function where liquor is used.
- 23.14.6 In the case of a student function, the use of liquor will be permitted only if the guardian concerned will personally be present, from start to finish, at a function where liquor is used. The guardian must be an employee of TUT.

Please note that it is the policy of TUT to discourage the use of liquor or limit its use as far as possible. Bookings are made in accordance with this policy.

