



This document details the agreement between:

Organisation: _____

Person representing the organization (Name): _____

Organisation's Telephone Number: _____

Representative's Contact number: _____

Email address: _____

(herein referred to as the User)

AND

Morris Isaacson Centre for Music (MICM)
5635 Mtembu Street
Central Western Jabavu (C.W.J)
P.O. Kwa-Xuma
1868
Tel: 087 550 1687
Email address: info@micm.org.za
Web address: www.micm.org.za

(herein referred to as MICM)

The User requests the use of the following MICM premises and belongings:

Entrance Gate _____

Hall _____

Library _____

Practice room/s or studio/s _____
number of rooms (please specify)

Parking lot _____

Kitchen _____

On (Date) _____ from (time) _____ until _____

Physical address: 5635 Mtembu Street, Central Western Jabavu || **Tel:** 087 550 1687 || **Email:** info@micm.org.za
Web: <http://www.micm.org.za/> || **Reg. No:** 2009/010066/08 || **Tax Number:** 9619/113/16/1 || **PBO Reference No:** 930031852

Directors: Nathan Friedman (Chairperson), Robert Brooks, Wayne Sussman, Dimakatso Sekhoto, Steven Khanyile, Geordi McIntosh
Members: Ingrid Hedlund, Rudolph Willemse, Mikael Strandanger



For the purpose of _____

Setup time from _____

The User also wishes to use:

Chairs	_____	Microphone & stand	_____
Tables	_____	Bass Amp	_____
Piano	_____	CD player	_____
PA System	_____	Projector	_____

The User wishes

1. The User wishes to use the premises of the Morris Isaacson Centre for Music for an activity or event. The User agrees to the following terms of use of the facilities:
 - 1.1. The User and MICM management must do a tour of the facilities to ensure that any defects noticed in any MICM furniture/equipment are immediately noted by MICM management, before the event.
 - 1.2. The premises will be inspected and handed over to the user 1 hour before the event / activity is set to begin. From that moment on, the User must take responsibility for:
 - 1.2.1. monitoring their guests and their behavior while they attend the event on the MICM premises;
 - 1.2.2. the care and maintenance of the MICM premises and property;
 - 1.2.3. keeping the Centre at the highest standard of cleanliness;
 - 1.2.4. the safety and security of their guests
 - 1.2.5. that no furniture/equipment will be moved or removed from MICM without permission from the management of MICM.
 - 1.2.6. Cleaning the kitchen if any food and/ or drinks are served during the event;
 - 1.2.7. that all chairs will be properly returned to the back of the hall and stacked correctly;
 - 1.2.8. that all litter must be placed in the bins provided;
 - 1.2.9. that all spills will be cleaned up immediately to avoid staining of furniture;



- 1.2.10. that all doorways must be kept clear in order to ensure that there is a free and clear fire and emergency exit
- 1.2.11. that all garbage must be properly bagged in provided bins and refuse bags, and taken to the back of the Centre.
- 1.2.12. that no liquor is allowed in the MICM premises without prior consent;
- 1.2.13. that NO SMOKING is allowed in the MICM premises;
- 1.2.14. that nothing is to be posted on the walls, windows and floors of MICM premises;
- 1.2.15. that nothing is to be hung from the sound boards on the walls;
- 1.2.16. that Nothing is to be hung from the lights on the stage;
- 1.2.17. that the Piano is NOT MOVED unless permission has been granted by MICM Staff;
- 1.2.18. that the USER will not plug in more than 1 plug per outlet or you will short the circuit, please bring multi plug if you need to plug in more than 1 unit;
- 1.2.19. Events taking place during normal working hours must keep their noise level at a respectable level. Should there be any complaints, usage of the speakers must be stopped immediately. After 2 warnings the MICM management reserves the right to request your group to leave our facilities.
- 1.2.20. That there is no coach access to the car park. There is parking available on the premises for regular sized vehicles.
- 1.3. Unless MICM and /or MIAGI is co-sponsoring the event, it's phone number, fax number, e-mail address or website address should not be used as contacts.
- 1.4. No mistreatment or harassment of any parties will be tolerated. Parties will be asked to leave the Centre.
- 1.5. Users are responsible for the clean-up of the hall, if this is not properly done, any extra clean up required by MICM staff will be charged to the users.
- 1.6. It is noted that any damage to the Centre, it's property and its buildings, defacement or theft of MICM property, whether through willful or careless action, by the User, their guests or staff of the User, will be deducted from the User's deposit or alternatively the User will be charged for the repair to the damage. The User must report any damage or loss to the management of MICM as soon as possible either during or at the end of the event.
- 1.7. The MICM is not responsible for loss or damage to any property of a guest, or personal injuries to any guest or for the loss or damage to any car parked in the parking lot.
- 1.8. The User agrees to limit their use of MICM facilities to those agreed upon and for the purpose described above and for no other purposes.



1.9. A representative from the user group should carefully inspect the MICM facilities prior to the day of the event, to avoid last minute running around for materials and equipment. Please bring all necessary equipment, extension cords, tea/coffee urns, tablecloths, cups, etc. as they will not be provided by MICM.

2. Deposits and Fees

2.1. All payments should be made in advance, i.e. upon confirmation of a booking, by cheque cash or online banking. A refundable deposit of R500.00 (five hundred rands only) to cover loss, damage due to fire or negligence, and extra clean-up will be charged for each booking. The deposit will be refunded if the facility is left in good order. The deposit will be refunded no later than 7 working days after the event.

2.2. 100% payment must be paid 3 days before the event in order to secure the booking. Lack of payment will result in the booking being cancelled by MICM.

2.3. Rental of the hall includes the use of 200 stackable chairs, water and electricity and 1 long table and if requested trestle tables.

2.4. Events taking place over the weekend and holidays may be subject to an additional fee to cover the cost of the staff required to work overtime . Please refer to the quotation provided.

2.5. The User must understand that they will face a charge of R50 per hour for every additional hour that the venue is used and will be deducted from your deposit.

2.6. MICM should be notified if functions involve the sale of foods, artwork, and/or other items.

2.7. MICM cannot confirm audience numbers nor guarantee an audience. Unless it has been otherwise negotiated and agreed upon, MICM does not design or distribute marketing material. It is expected that events that are open to the public will provide MICM with printed and online marketing material. This material must include the MICM logo and the full name of Centre, location, start time and entry fee if applicable.

2.8. MICM confirms that upon payment of the deposit, the User will be provided with reasonable access to the premises

2.9. MICM confirms that it will return the deposit to the User within 7 (seven) working days after the event, by an EFT, into the Lessors bank account:

Account holder: _____
Bank: _____
Branch name: _____
Branch number: _____
Account number: _____

3. Cancellation

3.1. This contract can be cancelled at up to 48 hours before the event and 100% of the deposit and the booking fee will be refunded.



3.2. A cancellation fee of 50% will be charged for cancellations within 2 days of the event and 100% for cancellations within 24 hours of the event.

Signed at _____ on (day) _____ (month) _____ (year)

User's name: _____

Signature (User): _____ on behalf of (Organisation's name): _____

Signed at _____ on (day) _____ (month) _____ (year)

MICM representative - Name: _____

Signature: _____

Witness - Name: _____

Signature: _____