



a world class African city



2016 - 2017

40 De Korte Street
Braamfontein
P.O Box 2824
Johannesburg 2000

Tel: 011-712 6664
Fax: 086 685 1222
Email: eventsrsvp@jhbcityparks.com
mmasike@jhbcityparks.com

APPLICATION FORM FOR THE USE OF: A PUBLIC PARK

FACILITY\PARK NAME:.....

PLEASE NOTE

Please note that your application form will not be processed if it does not indicate the correct financial year (2016-2017)

Kindly complete the following forms and return it to the Facility Hiring Department. The applicant must adhere to the Terms & Conditions in order to use a Johannesburg City Parks & Zoo (JPCZ) facility. It is the responsibility of the applicant to follow up on the status or progress of the application.

Booking for the use of public parks are done by e-mail, fax or in person. Kindly initial each page and sign where applicable. Incomplete application forms will not be considered

An application for permission to hold an event in a Public Park must be made at least 21 days prior to the proposed date of the event.

The City of Johannesburg and Johannesburg City Park & Zoo (JPCZ) approval is based on Joint Operation Committee (JOC) and Metro Police (JMPD) approval, and their requirements.

The City of Johannesburg and Johannesburg City Parks & Zoo accepts no responsibility or liability for any injuries, negligence or loss of whatever nature during the utilization of the Public Park.

All relevant Public Open Space By-Laws (Published in Provincial Gazette Extraordinary No 179 dated 21 May 2004 under notice No.831) and regulations must be adhered to before, during and after the event. (For Public Park By-Laws refer to our website www.jhbcityparks.com page 5 to page 7 of this document)

Damage to infrastructure will not be allowed. Appropriate penalties may be imposed in the event of any damages caused

TERMS AND CONDITIONS:

- 1 Johannesburg City Parks & Zoo (JCPZ) is indemnified against all loss, costs or claims, damages to possessions through acceptance of the letter of permission, which may arise as a result of the use of the park.
- 2 The site shall be cleared immediately upon completion of the event and shall be left in similar conditions prevailing immediately before being hired to the satisfaction of the Managing Director: Johannesburg City Parks & Zoo or his delegated representative.
- 3 Please take note that the event scheduled must end at **18:00** unless specifically approved otherwise by JPCZ. Should such time limit not be adhered to, it may result in the deposit being forfeited to JCPZ and the user being evicted from the premises.
- 4 The client must visit the facility requested before applying for the use of that facility.
- 5 **The client is liable for a facility hiring fee, non-refundable admin fee and a refundable deposit in order to obtain permission to utilize the requested facility.**
- 6 Cancellation of events
 - a. Cancellation of booking 21 days prior to the event: 100% refund of the facility fee and 100% refundable deposit will be paid back to organizer.
 - b. Cancellation of booking 14 days prior to the event: 50% refund of the facility fee and the 100% refundable deposit will be paid back to organizer.
 - c. Cancellation of booking 7 days prior to the event: no refund will be paid back to the organizer.
- 7 Proof of payment for the event must be faxed; e-mailed or hand delivered before permission letter can be issued, JCPZ will not issue an approval letter for the use of the facility for the event/s without proof of payment.
- 8 For purpose of payment following account number.
 - a. **BANKING DETAILS:**

Bank:	STANDARD BANK
Account Name:	JOHANNESBURG CITY PARKS
Account Number:	00197122
Branch Code:	00 02 05
- 9 **For payment of the refundable deposit JCPZ requires proof of banking details of the event organizer in the form a cancelled cheque, stamped letter from the bank or top part of the bank statement with the client name and account number.**
- 10 Providing for any additional facilities, e.g. refuse removal, tables, chairs, ablution facilities etc. will be at the cost of the applicant. No firework displays are allowed in any of JCPZ facilities.
- 11 Adequate steps must be taken to eliminate the generation of noise and avoiding excessive amplification. Horn loudspeakers are particularly prone to causing a public disturbance and may not

be used. **Kindly bear in mind that some parks are situated within a residential area and therefore no loud noise or music is allowed after 18:00pm and the park must be vacated at 18:00pm unless approved otherwise.**

- 12 The applicant must leave the park in a clean, tidy and undamaged state, failing which JCPZ will have the site cleaned/reinstated and the full amount of the refundable deposit or a portion thereof may be forfeited. Should it happen that the cost of cleaning and reinstating of the park exceed the refundable deposit JCPZ will charge the additional amount to the organizer.
- 11 Facility users are responsible for removal of possessions immediately on completion of the event. No standby or security staff will be provided by JCPZ.
- 12 Arrangements for litter removal shall be made by the organizers. All requirements as stipulated by JCPZ shall be adhered to.
- 13 Non-compliance with the above conditions or Public Open Space By-Laws may result in immediate cancellation of the event. Legal action may be instituted against the organizer of the event as well as the forfeiture of the deposit may result.
- 14 The event organizer must all times whilst the facility is being utilized (also during setup or breakdown) have the original permission letter and must produce it on request to any authorized JCPZ or JMPD officer.

JCPZ trusts the above meets your approval and wishes you every success with your function.

Yours sincerely

General Manager

New Business Development

Facility Hiring Department

Johannesburg City Parks Zoo

Tel: 011 712-6664 or 712-6839

Fax: 086 685 1222

PARTICULARS OF APPLICANT:

1. Name of Applicant or Company	
2. Contact person	
3. Physical \ Postal Address	
4. Contact Details:	
	Home: ()
	Work: ()
	Cell phone: ()
	Fax number :()
	E-Mail Address:

PARTICULARS OF EVENT:

5. Name of Facility \ Park		
6. Detailed Plan of the event		
6.1 Event date		
6.2 Name & contact number of organizer		Tel No:
6.3 Estimated number of people expected		
6.4 Will you be charging people entrance fee?	YES / NO if yes how much	R
6.5 Who will be Broadcasting or Performing		
6.6 Did you inform your ward councilor about the event	If YES attached the no objection letter	
6.7 Starting time & end time of the event	Start time:	End time:
6.8 Dates required for setup & break-down		
6.9 Will there be any dignitaries present at the event If so who will be present		
6.10 Will there be food & Alcohol on sale if yes (<i>Enclosed area MUST be provided. It is mandatory for the applicant to obtain Liquor License should there be alcohol sold. Bottles are NOT allowed in JCPZ's facilities, all beverages/drinks MUST be decanted.</i>)		
6.11 Will there be any structure e.g. stage or sound on side (<i>if so, structural compliancy certificate must be forwarded JCPZ in case of music an Acoustic will be recommended by JPCZ</i>)		

DEED OF INDEMNITY

I, _____ (Applicant) the undersigned, in my capacity as

_____ of _____ indemnify Johannesburg City Parks, its Directors, employees, representatives and agents that:

1. The indemnity grantor is fully aware that duties assigned to JCPZ may involve hazardous activities and the indemnity grantor fully accept all the risk associated therewith.

1.2 The Indemnity Grantor hereby releases JCPZ, its Directors, Employees, Representatives and Agents from all liability and holds each and all of the indemnified persons harmless against all claims, damages, injuries, losses, deaths.

2. Any personal injury or loss of life.

2.1 Any loss or damage to property belonging to the Indemnity Grantor or any third party which may occur whilst Indemnity Grantor is visiting JCPZ property and whether caused by the negligence or gross negligence on the part of JCP, its Directors, Employees, Representatives or Agents.

3. JCP, its Directors, Employees, Representatives or Agents shall further not be liable for any consequential loss or damages whatsoever.

4. Each clause of this deed of indemnity is independent and severable from all other clauses. The acknowledgements, agreements and undertakings in this indemnity shall be deemed to be made in favour of Directors, Employees, Representations and Agents of JCP capable of acceptance at any time.

5. Each element of the release from liability and/or indemnity in respect of each cause or activity covered by this release from liability and/or indemnity shall be separate and severable from other elements.

6. This indemnity shall in all respects be governed by the laws of the Republic of South Africa and all disputes, actions and other matters arising in connection therewith, shall be determined in accordance with such laws.

SIGNED AT _____ ON THE _____ DAY OF _____ 20__

FOR OFFICE USE ONLY

REGIONAL MANAGER _____ (name)

COMMENTS (manager must provide comments)

SUPPORTED

REJECTED

SIGNATURE OF REGIONAL MANAGER

DATE

FACILITY HIRING SUPERINTENDENT

COMMENTS

APPROVED

DECLINED

SIGNATURE OF MANAGER

DATE

FACILITY HIRING GENERAL MANAGER

COMMENTS

APPROVED

DECLINED

SIGNATURE OF MANAGER

DATE