

# Venue Hire

## RESERVATION FORM (2026)



**NOTE:**

When completing this Reservation Form, please refer to the [Venue Hire Brochure](#) for further details.  
Select "N/A" where not applicable.

WHERE DID YOU HEAR ABOUT THE ASSOCIATION OF ARBITRATORS (SOUTHERN AFRICA) NPC'S (the Association) VENUE HIRE?

**NOTE: Your venue hire reservation will only be processed upon**

1. Receipt of your fully completed and signed Reservation Form; and
2. Receipt of full payment of the venue hire fee.

Your completed and signed Reservation Form, together with proof of payment, must be submitted to our  
ADR Admin Manager, Miss René Vermaak, at [nominations@arbitrators.co.za](mailto:nominations@arbitrators.co.za).

**THE CLIENT'S DETAILS:<sup>1</sup>**

Company:

Title:

First Name:

Surname:

Email:

Contact No.:

Association  
Member?

Association  
Membership #:

**BANKING DETAILS:**

Account Holder: Association of Arbitrators (Southern Africa) NPC  
Bank: First National Bank  
Current Account Number: 628 138 641 06  
Branch Code: 254 605

**VENUE HIRE DETAILS:<sup>2</sup>**

Room Options	Room Capacity	Half Day Cost Incl. VAT (08:00 to 12:00)	✓	Full Day Cost Incl. VAT (08:00 to 16:30)	✓	Weekly Cost Incl. VAT (Monday to Friday 08:00 to 16:30)	✓
Eyvind Finsen Room <sup>3</sup>	50 to 60 people	R 1 750.00		R 3 000.00		R 12 000.00	
Video Conferencing Room	Up to 12 people	R 1 750.00		R 3 000.00		R 12 000.00	
George Quail Memorial Library	Up to 10 people	R 1 750.00		R 3 000.00		R 12 000.00	
All Rooms		R 4 000.00		R 6 750.00		R 23 000.00	

**PURPOSE OF THE VENUE HIRE:**

Select the purpose of  
the venue hire:

Other (please  
specify):

Select the  
start date:  
State the  
start time:

Select the  
end date:  
State the  
end time:

**NOTE: For the purposes of an arbitration, adjudication, mediation or hearing, please add the names of the parties.**

Party 1:

Party 2:

<sup>1</sup> The Association will not share your personal data without your consent. However, in processing your personal data, the Association may share it with third party processors such as payment processors, email management and distribution tools, and/or data storage providers.

<sup>2</sup> Venue hire cost includes tea, coffee, biscuits and water, and parking.

<sup>3</sup> Classroom/cinema/u-shape setup.

OTHER COSTS (incl. VAT):			
A4 Size Photocopies	Black and white:	R2.00	A3 Size Photocopies
per Page:	Colour:	R3.00	per Page:
Phone/fax per local call unit (for national and international calls):		R1.40	Soft drinks (each):
			R 2.90
			R 5.60
			R 15.00
CATERING: <sup>4</sup>			
<b>NOTE: Refer to <a href="#">Catering Options</a> on page 4 hereof to select catering options.</b>			
Do you require catering? <input type="text"/>			
List any special dietary requirements and state the number of people who require each special dietary requirement and their names: <sup>5</sup>			
ADDITIONAL ONLINE (ZOOM) SERVICES: <sup>6</sup>			
<b>NOTE: Management of online (Zoom) meeting will be carried out under strict confidentiality. Requirements will be finalised upon confirmation.</b>			
Do you require online meeting management?			
ADDITIONAL ONSITE SERVICES: <sup>7</sup>			
Recording:	<input type="text"/>	Transcription Services:	<input type="text"/>
INVOICE DETAILS:			
<b>NOTE:</b>			
<ul style="list-style-type: none"> <li>In order to receive a tax invoice, the following details must be completed in full. Mark "Company" and "VAT No." as "N/A" if the invoice is to be made out in your personal capacity and/or you are not registered as a VAT vendor;</li> <li>Please submit your proof of payment (referenced with the invoice number) to <a href="mailto:nominations@arbitrators.co.za">nominations@arbitrators.co.za</a> and <a href="mailto:accounts@arbitrators.co.za">accounts@arbitrators.co.za</a> in order to secure your reservation.</li> </ul>			
Company:	<input type="text"/>		
VAT No.:	<input type="text"/>	Physical Address:	<input type="text"/>
Attention	<input type="text"/>		
Email:	<input type="text"/>	Province:	<input type="text"/>
Tel. No.:	<input type="text"/>	Country:	<input type="text"/>
		Postal Code:	<input type="text"/>
DISCLAIMER AND DECLARATION:			
I/We accept the <a href="#">Terms and Conditions</a> , as stated on page 3 hereof.			
Name:	<input type="text"/>		
Date:	<input type="text"/>	Signature: <sup>8</sup>	<input type="text"/>
<b>NOTE:</b>			
Before clicking on the 'Submit' button below, please ensure that you have completed all the mandatory fields contained in this Reservation Form.			

<sup>4</sup> Not included in the venue hire cost and will be quoted separately.

<sup>5</sup> Options for special dietary requirements will be provided.

<sup>6</sup> We provide managed online (Zoom) meetings. Managed online meeting services includes the setup, invitations and recording.







<sup>7</sup> Quoted separately in writing.

<sup>8</sup> If you have not already set up your digital signature, click [here](#) to do so now. Once you have set up your digital signature, you can thereafter sign all future electronic documents securely.

**TERMS AND CONDITIONS:**

<b>Times:</b>	<b>Half Day: 08:00 to 12:00 or part thereof. Full Day: 08:00 to 17:00 or part thereof. Arrangements can be made for after-hours venue hire.</b>
<b>Cancellation Policy:</b>	<p>In the event the Client cancels, a Written Cancellation Notice must be received as follows:</p> <ul style="list-style-type: none"><li>• More than 14 working days prior to the date of the reservation - no charge;</li><li>• Less than 5 working days prior to the reservation date, but more than 48 hours before the reservation, - 50% of the room hire will be charged;</li><li>• Less than 48 hours prior to the reservation date - 100% of the room hire will be charged.</li></ul> <p>Where the Client cancels the reservation of Additional Services or Catering, the Client shall pay the costs incurred by the Association in securing those services or for which the Association becomes liable to the providers of those services resulting from the cancellation. Any cancellation charges incurred must be paid by the Client within 14 days of invoice.</p> <p>Cancellations must be notified in writing. The date of cancellation is deemed to be the date at which notice of cancellation is received by the Association.</p>
<b>Payment Terms:</b>	<p>Payment of the venue hire fee (or, if agreed by the Association, the official purchase order) must be received by the Association upon the Client receiving an invoice from the Association and prior to the hire date. The Association reserves the right to refuse admittance to any Client whose venue hire fee has not been paid.</p> <p>Payment of the venue hire fee is the responsibility of the applying Client. The venue hire fee cannot be split between parties. As such the Association will only issue a tax invoice to the Client whose details are specified in this Venue Hire Reservation Form.</p>
<b>Use/Hire of Rooms:</b>	The Association reserves the right to substitute a room/rooms hired to a Client but it will only do so where the conduct of its business reasonably requires. If the Association is prevented from conducting business at the whole or a part of the premises as a result of any damage caused or threatens to the premises or any other event or circumstance outside its control, it shall be entitled to cancel the whole or a part of any room hire and shall not be liable for any loss or expenses incurred by the Client as a consequence.
<b>Clearance of Rooms:</b>	At the end of the period for which the Client has hired a room or rooms, the Client shall immediately vacate the room/rooms and remove all of its property therefrom. The Association shall charge the Client for any period when it, or its property, remains in the room/rooms after the period for which the Client has hired a room/rooms.
<b>Disruption of Business:</b>	The Association shall use all reasonable endeavours to ensure that the conduct of the Client's business, whilst on the premises, is not disrupted or interfered with by any other user of the premises. The Association reserves the right to terminate any room hire, without compensation or refund to the Client, if the Client or those invited onto the premises by the Client conduct themselves in a manner likely to cause or which causes a nuisance to, or to disrupt the business of, other users of the premises.
<b>Damage to Premises:</b>	The Client shall treat the Association's premises, facilities and equipment with care. The Client shall be responsible to the Association for any loss or damage caused to any of the Association's property by the Client or by any other person invited onto the premises by the Client.
<b>Non-variation / Relaxation:</b>	Any variation of these Terms and Conditions shall be of no force or effect unless expressly recorded in writing and signed by a duly authorised representative of the Association. The failure of the Association to insist upon strict compliance with any of these Terms or Conditions shall not constitute a waiver of, or otherwise limit, any of the Association's rights or remedies.
<b>Copyright:</b>	The Association's intellectual property rights are reserved.
<b>Disclaimer:</b>	The Client, and any person invited onto the Association's premises, agree that the Association shall not be responsible for any injury to or death of any person or the loss or destruction of or damage to any property at or on the Association's premises, arising from whatsoever cause, and by whomsoever caused, including without limitation any person in the employment or under delegation or instruction of the Association.

## Catering Options

	Description	Number of People	Approximate Price (Inc. VAT)	✓	Date/s and Times Required
OPTION 1:					
	A selection of cold cuts, cheese and grilled vegetables, served in fresh cocktail rolls.	6 to 8	Small: R550.00		
		10 to 12	Large: R750.00		
OPTION 2:					
	A selection of bite sized meaty treats that can be served hot or cold: meatballs, beef kebabs, chicken kebabs, sausages wrapped in bacon and rotisserie chicken pieces.	6 to 8	Small: R700.00		
		10 to 12	Large: R1 000.00		
OPTION 3:					
	Fresh slices of French baguette topped with cheese and tomato, chicken mayonnaise, roast beef and mustard, pickled vegetable and mozzarella cheese.	6 to 8	Small: R550.00		
		10 to 12	Large: R700.00		
OPTION 4:					
	A selection of bite sized finger foods which can be served either hot or cold. Meatballs, honey and mustard chicken kebabs, mini pizza bruschettas, Turkish kebabs and cocktail croquettes.	6 to 8	Small: R650.00		
		10 to 12	Large: R750.00		
OPTION 5:					
	Cocktail chicken hamburgers, cocktail chicken kebabs and chicken drumsticks.	6 to 8	Small: R650.00		
		10 to 12	Large: R850.00		
OPTION 6 (VEGETARIAN):					
	A selection of cooked pastries which can be served either hot or cold: cheese and corn samoosas, spanakopita, tiropita, cocktail spinach and feta quiches, vegetable samoosas and vegetable spring rolls.	6 to 8	Small: R650.00		
		10 to 12	Large: R800.00		

	Description	Number of People	Approximate Price (Inc. VAT)	✓	Date/s and Times Required
OPTION 7:					
	Fresh bagels filled with an assortment of cold meats, cheeses, vegetables and tasty spreads.	6 to 8	Small: R600.00		
		10 to 12	Large: R850.00		
OPTION 8:					
	An assortment of beef, chicken and grilled veggie wraps.	6 to 8	Small: R700.00		
		10 to 12	Large: R1 000.00		
OPTION 9:					
	An assortment of wraps.	8 to 10	R500.00		
OPTION 10:					
	Sausage rolls, meatballs, chicken strips and chicken and cheese Russians.	8 to 10	R500.00		
OPTION 11:					
	An assortment of healthy sandwiches.	8 to 10	R400.00		
OPTION 12:					
	Open sandwiches, chicken strips, meatballs and sausage rolls.	8 to 10	R550.00		



	Description	Number of People	Approximate Price (Inc. VAT)	✓	Date/s and Times Required
<b>OPTION 13:</b>					
	Drumsticks, wings and nuggets.	8 to 10	R650.00		
<b>OPTION 14:</b>					
	Samoosas, chicken nuggets, pork sausages, chicken wings, meatballs and chicken and cheese Russians.	8 to 10	R650.00		
<b>OPTION 15:</b>					
	Open sandwiches, pita pockets, spring rolls, cocktail viennas, samoosas, green and black olives.	8 to 10	R600.00		
<b>OPTION 16:</b>					
	Samoosas, chicken nuggets, pork sausages, chicken wings, meatballs and chicken and cheese russians.	8 to 10	R650.00		
<b>OPTION 17 (VEGETARIAN):</b>					
	Vegetable spring rolls, cheese and onion samoosas, sandwiches, mini pita pockets, vegetable kebabs and vegetable cheese balls.	10 to 12	R600.00		