

VENUE HIRE APPLICATION FORM

ONGWEDIVA TRADE CENTRE

PERSONNEL DETAILS

Company: _____ Contact Name _____

Address: _____

Tel (h) _____ Mobile: _____

Email: _____



VENUE HIRE (please tick)

Conference Hall: ___ Queen Hall ___ King Kauluma Hall ___ Headman Hall ___

Fisheries Hall ___ Restaurant ___ Kiosk(s) ___ Open Space ___

EVENT DETAILS:

Event _____ Type _____
:(Meeting/Training, Wedding, other) _____

Date of Event: _____ Number of people attending: _____

Start time: _____ End time: _____

SECURITY SERVICES

For big events such as expos, weddings, sport events, etc, security guard (s) must be hired for the event.

PAYMENT

To secure your booking a full amount be paid 7 days before the event.

Banking details:

Name: Ongwediva Trade Centre

Bank: First National Bank

Acc No: 62146 129566 code: 281173

Branch: Oshakati

All official correspondence must be addressed to the Chief Executive Officer

TERMS AND CONDITIONS

Booking of a facility will only be confirmed once payment is made. If a confirmed booking is to be cancelled seven days and less before the event, 50% of the paid amount will be forfeited.

Please forward your application form to:

Email Address: ongwetrade@iway.na

DISCLAIMER

I agree that I have read the terms and conditions and agree to abide and be responsible for payment of all fees and charges associated with this hire.

Applicant name: _____

Signature: _____ Date: _____