



STANDARDS ASSOCIATION OF ZIMBABWE

Application for Hiring of SAZ's Venues

HQ Form 4

RETURN TO: The Venue Booking Secretary
Standards Association of Zimbabwe
P O Box 2259
Harare
Northend Close
Northridge Park
Borrowdale
Tel: (263-4) 882017/9, 882021, 885511/2
Fax: (263-4) 882020
Email: standar1@mweb.co.zw

FOR SAZ USE

Reference Number

NOTE: Booking will only be confirmed when this form is completed and returned together with **20% deposit** towards the cost of hiring, **at least 7 days before the meeting.**

PART A – TO BE COMPLETED BY HIRER

1. **Name and address of hirer** **Telephone No:** _____
 _____ **Fax No:** _____

2. **Facilities required:**
(✓ means Yes and X means No)

Lecture Theatre (65)	<input type="checkbox"/>	* Overhead projector	<input type="checkbox"/>
Technical Committee Room 1 (19)	<input type="checkbox"/>	* Television monitor & video player	<input type="checkbox"/>
Technical Committee Room 2 (14)	<input type="checkbox"/>	* Flip chart & paper	<input type="checkbox"/>
Courtyard	<input type="checkbox"/>	* Writing board (white board)	<input type="checkbox"/>
		* Marker pens	<input type="checkbox"/>

*** Charge included in hiring fee**

3. **Date(s) and time(s) venue required:**

Date(s)	From _____	To _____
Time(s)	From _____	To _____

4. **Facilities being brought by hirer:**
(List and give details)

5. **Other requirements (at an additional charge):**
(✓ means Yes and X means No)

Tea/coffee with biscuits	<input type="checkbox"/>	* Lunch	<input type="checkbox"/>
LCD Projector	<input type="checkbox"/>		

** Lunch arrangements can be made directly with the Canteen at the above address.*

6. Name: _____ Date: _____
 Designation: _____ Signature: _____

PART B – CONDITIONS UNDER WHICH VENUES AND FACILITIES ARE HIRED OUT

- SAZ venues i.e. lecture theatre and technical committee including equipment are hired out subject to availability.
- Bookings will only be confirmed after the hirer has completed and returned HQ Form 4 together with a **20% deposit** towards the cost of hiring, at least 7 days before the date of the meeting.
- The maximum number of people that can be seated in the SAZ venues are as follows:
 - Lecture Theatre - 65
 - Technical Committee Room 1 - 19
 - Technical Committee Room 2 - 14
- There are limitations as to the type and amount of equipment that a hirer can bring into SAZ premises.
- No refunds of the deposit shall be made where bookings are cancelled after confirmation.

PART C – FOR INTERNAL USE

7. To be Completed by the Venue Booking Secretary

Date provisional booking made _____
 Deposit Receipt No. _____
 Date duly completed HQ Form 4 received _____
 Booking confirmed
 (✓means Yes and X means No)
 Date HQ Form 4 dispatched to hirer _____
 Venue Booking Secretary's Signature _____
 Date: _____

8. To be Completed by the Administration Officer

Total (actual) days/hours venue used for: _____
 Comments on state of venue and facilities after use by hirer _____

Confirmed that all equipment has been locked up after use.

Name: _____ Date: _____
 Signature: _____

Total hiring fees to be charged: \$ _____

Date invoice of hiring charges _____
 (less deposit) send to hirer

9. To be Completed by Accounts (Please return form to Venue booking Secretary once completed)

Invoice/Reference No. _____ Date hiring fee received: _____