



Vacation Accommodation Office  
**Finance**  
 Commercial Development  
 Avenue House, Avenue Road  
 Mowbray

UNIVERSITY OF CAPE TOWN  
 PRIVATE BAG RONDEBOSCH  
 7701  
 Tel: +27 (0) 21 650 1051/2/0 Fax: +27 (0) 21 650 5597  
 E-mail: [yac-accom@uct.ac.za](mailto:yac-accom@uct.ac.za) Internet: www.uct.ac.za

**SECTION 1**

**BOOKING FORM FOR CATERING ACCOMMODATION**

PLEASE COMPLETE USING BLOCK LETTERS

PERSONAL DETAILS

ACCOMMODATION PAID BY UCT: YES  OR NO

ID NUMBER														
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PASSPORT NO.														
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TITLE	DR.	PROF.	MR	MRS	MS	INITIALS				
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SURNAME															
NAME															

POSTAL ADDRESS															

POSTAL CODE				
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PHONE CODE					HOME									
					WORK									
					FAX									
					CELL									

E-MAIL ADDRESS										
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ACCOMMODATION TYPE: PLEASE INDICATE BELOW WITH A TICK (✓)

SPORTS GROUPS  OR OTHER GROUPS- SPECIFY BELOW:

**ACCOMMODATION PARTICULARS**

	<b>DAY</b>	<b>MONTH</b>	<b>YEAR</b>
<b>DATE OF ARRIVAL (Not before 14:00)</b>			
	<b>DAY</b>	<b>MONTH</b>	<b>YEAR</b>
<b>DATE OF DEPARTURE (By 10:00)</b>			

**Note:** Where a group is not arriving/ departing on the same date, provide a separate arrivals/ departures list on a spread sheet.  
**Second person supplement is applicable to double rooms (this option is limited).** Certain residences have both single and double rooms. Allocations are done on a first come first served basis unless otherwise specified. Where it is a requirement to place only one guest in a double room, a second person supplement will be charged. Please enquire at the office the cost of the second person supplement.

**GENDER**

<b>Females</b>		<b>Males</b>	
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NUMBER OF BEDS REQUIRED  Rooms may be single or double (with two single beds).

**MEAL OPTION**

*Note: Only one box can be ticked (✓)*

Sport Group

Students

Commercial

*Indicate meal numbers below:*

**BED & BREAKFAST**

**BED, BREAKFAST & DINNER**

**BED & 3 MEALS**

**NO MEALS**

**FIRST MEAL ON DATE OF ARRIVAL**

**LAST MEAL ON DATE OF DEPARTUE**

**Note:** Where the meal numbers for the groups changes from day to day, indicate clearly on a separate spreadsheet meal numbers required each day (see Section 5 under MEALS for more details).

**Special Requirements:**

Should you wish to advise us of any additional information i.e. guest towels and soaps at an additional cost or special meal requirements please use this space below to indicate these requirements:

.....  
.....

I hereby acknowledge and accept the conditions printed above and as explained in attached sections 2-5, and agree to abide by the information contained therein.

**SEE ATTACHEMENTS:**

- Section 2 (Page3)
- Section 3 (Page 4)
- Section 4 (Page 5-8)
- Section 5 (Page 8-10)

.....  
**NAME**

.....  
**SIGNATURE**

**IN MY CAPACITY AS:** .....

**DATE** .....

**SECTION 2**  
**POLICIES AND PROCEDURES ON MAKING OF PAYMENT FOR ACCOMMODATION**

**METHODS OF PAYMENT**

1. The following methods of payment can be used:
  - Bank guaranteed cheques
  - Credit / Debit Card
  - Bank Transfers
  - Journal transfer (applicable to UCT Departments only)

2. **Cheques and Postal orders** are to be made payable to **The University of Cape Town**, and posted to:

**NB: ONLY BANK GUARANTEED CHEQUES WILL BE ACCEPTED.**

**University of Cape Town  
Commercial Enterprise  
Vacation Accommodation  
5- 9 Avenue House  
Mowbray  
7700**

3. A Credit Card facility is available at the Vacation Accommodation office.

4. **Bank Deposits should be made to:**

**Bank:** Standard Bank  
**Branch Code:** 25009  
**Account Number** 071482458  
**Swift Code** SBZAZAJJ

UCT Department to provide the following information:

**Journal Transfer Payment Details** .....

**Department Cost Centre** .....

**Department Fund Number** .....

**Please fax a copy of the bank statement as proof of your payment to 021- 650 5597 or email to [vac-accom@uct.ac.za](mailto:vac-accom@uct.ac.za) (immediately to facilitate the booking process, otherwise we will be unaware of your payment).**

- 4.1 Please keep the original deposit slip as proof of your payment in case there is a fax error and we require another copy thereof.
- 4.2 It is advisable to bring deposit slips or any other documentary proof of payment with you as well.
- 4.3 Foreign currency transfers usually attract bank charges and the University will be required to add the applicable admin fee to your accommodation account. Inquire from the Vacation Accommodation office about the additional bank charges.

5. Internet Banking: Transfers

- 5.1 The university deals with hundreds of financial transactions in any one day, therefore it becomes almost impossible at times to trace a direct electronic payment. Please ensure that we receive a clear notification that a deposit has been made, in order to confirm your internet banking transfer. You **MUST** fax a copy of your transaction to the Vacation Accommodation office on: 021-650 5597

6. Tracking your deposit payment

When making a direct bank transfer, **please ensure that deposit slips are legible and contain your name, current contact number and booking reference number, if one has been provided. Kindly fax a copy of your deposit slips to 021-650 5597 or email to [vac-accom@uct.ac.za](mailto:vac-accom@uct.ac.za)** and indicate what it is you are booking for.

**DEPOSITS AND NOTIFICATION OF PAYMENT**

- 1. A deposit calculated according to the following formula is required in order to secure your booking: Rate per person per day X no. of guests X no. of nights X 50% = Deposit payable (For detailed information on payment period: see section – Clause: Deposit.)
- 2. Upon receipt of the above-mentioned deposit and a completed booking form, we shall **confirm** your booking.
- 3. Such confirmation will be by return of: email or fax. A formal booking confirmation will be printed and sent to you within 1 week after date of receiving your booking form and deposit. Only contact us if you have not received confirmation after 15 days of making your deposit.
- 4. All payments **must** reflect **RMS ID, which will be on the Pro Forma Invoice (indicated as Booking Reference)** number as **REFERENCE** or the name under which the booking has been made.

**SECTION 3**  
**CANCELLATION POLICY**

All cancellations must be notified in writing to the University and the date on which the University receives such notification shall be deemed the date on which the cancellation occurred.

Subject to the above, the following cancellation charges shall apply.

- 1. Any booking cancellations or reductions in room and meal numbers within 45 - 30 days prior to due date of arrival, 10% of the contracted cost of allocated accommodation will be charged.**
- 2. Any booking cancellations or reductions in room and meal numbers within 29 – 15 days prior to due date of arrival, 50% of the contracted cost of allocated accommodation will be charged.**
- 3. Any booking cancellations or reductions in room and meal numbers within 14 - 01 day prior to due date of arrival, 100% of the contracted cost of allocated accommodation will be charged.**
- 4. All NO SHOW bookings will be charged 100% of the contracted cost of the accommodation for the full period.**
- 5. Bookings cannot be refunded or rescheduled should guests choose to leave earlier or arrive later than expected due to illness, emergencies, change of plans or few people arriving than originally booked for, etc.**

The Vacation Accommodation Office will charge you for any costs incurred for any equipment or special facilities it may have hired or arranged to hire on your behalf and these will be added to any cancellation fee.

**NB: After acknowledgment and signature of these documents please fax or email all pages to the Vacation Accommodation Office on 021 – 650 5597 / [yac-accom@uct.ac.za](mailto:yac-accom@uct.ac.za).**

I/We by signature of these documents, acknowledge that I/We have read and understand the said Terms & Conditions as set out by the University of Cape Town.

SURNAME \_\_\_\_\_ NAME \_\_\_\_\_

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature \_\_\_\_\_ Witness \_\_\_\_\_

**For Office Use Only**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Signature: \_\_\_\_\_

**SECTION 4**  
**CONDITIONS OF LETTING FOR VISITOR ACCOMMODATION AND FACILITIES**

**1. Contract**

Reservations of accommodation, facilities, meals and any service are accepted subject to the terms and conditions listed herein. Any agreement to alter the terms of these conditions shall be void unless confirmed in writing by the Manager of the Vacation Accommodation or the Head of Residences. No contract for accommodation shall come into existence unless and until the University has accepted and confirmed a booking and the Client has paid the relevant deposit (see 6 below).

**2. Alternative Accommodation**

Where necessary the University reserves the right to provide alternative accommodation and/or facilities to those that have been reserved. In all such cases the University will use its reasonable endeavours to ensure that the alternative accommodation and/or facilities provided are of a standard equal to those reserved.

**NOTE: Hiring Lecture Theatres and other Venues:** Please contact Venues Allocation Office at [venues@uct.ac.za](mailto:venues@uct.ac.za)

**3. Group Bookings**

A person making a reservation for any group or party thereby warrants that he/she is authorised on behalf of all members of that group or party to enter into a contract with the University subject to these terms and conditions. The names and addresses of all members of the party or group must be provided to the University prior to or at the time of arrival. The Client shall be fully responsible for his/her party at all times and for the safety and supervision of all members of such party. Any information so supplied will only be used by the University for the purposes of administering the contract and for health and safety purposes.

**4. Single Rooms**

Single rooms are available on a first come first served basis. Single availability of rooms is limited. For party reservations, it will be assumed that members of the party are willing to share double rooms with persons of the same sex unless the Client notifies the University when placing the booking of the number of the members of the party who do not wish to so share accommodation and that is accepted by the University when it confirms the booking.

**5. Deposits**

The deposit required will be notified when details of the accommodation or reservation are provided by the University; this deposit is a booking fee and is not refundable in the event of cancellation of the reservation by the Client, but is acceptable as an instalment of the total cost of the reservation. The University will acknowledge receipt of a deposit when it confirms the booking. All payments are to be made to the University of Cape Town. The following conditions will apply:

- a) 50% of the total amount is due with return of completed booking form and signed copy of UCT's Terms & Conditions
- b) A further 25% is payable 30 days after date of first payment.
- c) The outstanding balance thereafter is payable 30 days prior to the arrival of the group unless the University agrees in writing to other payment terms.
- d) Where a group fails to meet the above conditions for making payments, the University reserves the right to reduce the number of pre-allocated rooms to fulfil the conditions of Clause 5. At all times it is the sole responsibility of the person(s) making payment for or on behalf of other guests to ensure that the payment conditions are met.

**NB: No Group will be permitted to sign into any Residence unless their FULL balance has been settled.**

**6. Prices**

The prices stated by the University are based on costs, which apply at the time when the reservation is made. Changes in the price of labour, fuel or food may make it necessary to adjust the contract price. Should this be so, the Client will be notified immediately and shall have the right to withdraw his/her reservation and the University will refund any deposit paid but otherwise the University shall be under no liability to the Client.

**7. Re-Letting**

Accommodation may be re-let if not taken up within **24 hours** of the agreed date of arrival and if no notice of late arrival has been received by the University.

**8. Cancellation by the University**

If the University is forced to cancel any bookings for any reason, beyond its reasonable control its liability shall, be limited to refunding all monies paid by the Client to the University at the time of cancellation.

**9. Illness**

A person making a booking is responsible for notifying the University before the date of the visit if any member of the party has suffered from or been in contact with an infectious illness during the four weeks prior to arrival. The University may at its sole discretion, exercised reasonably, cancel the booking in respect of the individual concerned or, having assessed the risk and the University acting reasonably deems it necessary and appropriate the University may at its sole discretion cancel the booking of the entire party and the cancellation provisions of Clause 11 shall apply as if the booking had been cancelled by the Client.

#### 10. **Children and Young People**

Reservations for parties consisting wholly or substantially of persons under the age of 18 years must be accompanied by a declaration of the numbers of people under that age and their actual ages together with a declaration of the number and identity of adults in charge of the party. The Client shall ensure that there are at least the number of adults required by law to supervise the party at all times, that all young people under the age of 18 will be so supervised and that all adults supervising the party are suitably qualified and experienced to do so. The Client shall also ensure that it complies with all relevant legislation and guidance concerning the protection of children, and such and all other applicable rules, guidance and legislation are complied with in full and that all criminal record checks as are required by this legislation have been conducted so that nobody involved in any way in the supervision of the children and/or young people is in any way unfit or unsuitable to undertake that role. Where reservations consist wholly or substantially of vulnerable adults, the Client shall ensure that such criminal record checks as are required by relevant legislation and guidance concerning the protection of vulnerable adults are conducted. Unless such a declaration is made and the University confirms acceptance of booking, the University reserves the right to transfer such parties to other accommodation or to request them to vacate the University premises. The University reserves the right to retain all or part of the monies paid by the Client.

#### 11. **Termination by the University**

The University reserves the right to terminate a reservation at any time for conduct which in the reasonable opinion of the Director of Student Housing & Residence Life or the Commercial Enterprises Manager is improper or unreasonable and in such an event the University will not be liable to refund any money paid. Where a reservation is so terminated the Client and his or her guests (if any) will immediately vacate all University premises and remove all of his/her and their property from the University premises.

#### 12. **Damage/Loss of Property/Expenses**

The University gives all information and makes all statements in good faith and uses its reasonable endeavours to check all information given to Clients and their agents. The University shall not be liable for any damage or loss to property, valuables or money resulting from information provided by the University or any agent or employee acting for the University save where such loss or damage is caused by a wilful and negligence act of such person. The clients are liable to the Universities properties, intentional act of gross negligence are excluded in the Universities contact.

#### 13. **No responsibility is accepted by the University or its servants, agents or representatives for the care of property of any description including money, valuables, luggage, clothing or motor vehicles belonging to visitors or guests save where such loss or damage is caused by a wilful and negligence act of such person. Guests are responsible to ensure that their rooms are locked when not in use and that they take all money and valuables with them.**

#### 14. **Health and Safety Indemnity Waiver**

Whilst the University makes every effort to comply with current regulations regarding the safety of its guests, it is the responsibility of every Client guest and leader of any party to ensure that the Client and all members of the group or party know the procedures in case of fire other emergency. Notices of these regulations are posted and further information can be obtained at the Residences' reception areas.

Damage to or interference with safety appliances may result in the persons responsible or the party of which he/she is a member being told to vacate the University's premises. The Client shall indemnify the University against all and any loss and/or damage arising out of any misuse of fire alarms, fire extinguishers and/or any other University equipment including the total costs of any repairs or replacements to University property, and any other charges raised by the Fire Service or other public body.

#### 15. **Vehicles**

Vehicles may not exceed 20mph on campus. Free car parking is available. Vehicles, cycles or motorcycles are brought onto campus at their owner's own risk. The University accepts no responsibility for any vehicle brought onto campus. Cars should be parked in the designated car parks provided for vacation visitors and not on campus roads or elsewhere. The University may request details of the registration numbers and owners of all or any vehicles and/or motor cycles and the Client will promptly supply such details on request. Should you have any queries with regards to parking requests please contact the Vacation Accommodation office on Tel: 021 – 650 1050 / 1052.

#### 16. **Transport**

Should you require transport to and from the Airport or Railway station, or you have specific transport requirements for your group, please email [jshuttle@uct.ac.za](mailto:jshuttle@uct.ac.za) or contact the Jammie shuttle services on Tel: 021 – 685 7135. Where you require assistance with transport during your group's stay in UCT Residence i.e. from venue and back to residence, then kindly contact the Vacation Accommodation Office and they will set up a meeting to discuss the your specific requirement with Jammie Shuttle Management.

#### 17. **University Equipment**

For hiring of any Audio Visual equipment contact: Vacation Accommodation office on Tel: 021 – 650 1050 / 1052 to hire these on your behalf.

#### 18. **University Sports Halls, Sports Fields (including all weather)**

Please contact: Sports Centre – Tel: 021 – 650 3563/4 or emails [dot.augustine@uct.ac.za](mailto:dot.augustine@uct.ac.za).

#### 19. **Arrival and Departure Times**

Bedrooms will be available for occupancy from 2.00pm on arrival day and all rooms must be vacated by 10.00am on departure day unless notification is received from or prior permission is given in writing by the Group's Conference Office Manager for an alternative time.

**20. Loss of Keys**

In the case of a lock being damaged and needs replacement or keys mislaid, the Client shall pay by the University.

**21. Animals**

Animals and pets are not permitted on University premises with the exception of guide dogs.

**22. Dangerous Articles**

Firearms, explosives and all and other articles of a dangerous nature shall not be brought onto University premises.

**23. No Smoking**

The University is a 'non-smoking' institution and smoking **in public areas** inside of buildings is prohibited.

**24. Complaints**

Any complaint which is not resolved prior to departure must be submitted in writing to the Vacation Accommodation Office not more than one week after departure save where there are justifiable reasons why such time limit cannot be met.

**Student Housing & Residence Life**

**Manager: Vacation Accommodation**

**University of Cape Town**

**5-9 Avenue House**

**Mowbray**

**7700**

**25. University Name and Logo**

The University does not give authority for its name or logo to be used on any publicity material or press reports for non-university events without prior written consent. No publicity may be affixed to a University building without the prior written consent of the University.

**26. Liability**

Intentional act of gross negligence are excluded in the Universities contact. The University shall not be liable to the Client in contract of unlawful act (including without limitation negligence) and/or breach of statutory duty for any loss or damage which the Client may suffer by reason of any act, omission, neglect or default (including negligence) in the performance of this contract by the University.

27. The University shall not be liable to the Client in contract of unlawful act (including without limitation negligence) and/or breach of statutory duty for any loss of profits and/or any indirect or consequential (including economic) loss of any kind which the Client may suffer by reason of any act, omission, neglect or default (including negligence) in the performance of this contract by the University. Neither party shall have any liability for any failure to perform or for any delay in the performance (other than as to payment) of any of its obligations under this contract caused by any factor beyond its reasonable control.

28. The contract is personal to the Client. The Client shall not assign, transfer or charge its rights and responsibilities under this contract or any of them.

29. The provisions of these Conditions are severable and distinct from one another and, if at any time any of the provisions is or becomes invalid, illegal or unenforceable, the validity, legality or enforceability of the other provisions shall not in any way be affected or impaired.

30. The rights and remedies of the Client in respect of this contract shall not be diminished, waived or extinguished by the granting of any indulgence, forbearance or extension of time by the University to the Client nor by any failure of or delay by the University in ascertaining or exercising any such rights or remedies. Any release, waiver or compromise or any other arrangement of any kind (a release) by the University shall not affect its rights and remedies as regards any other party nor its rights and remedies against the Client in whose favour is granted or made except to the extent of the express terms of the release and no such release shall have effect unless granted or made in writing. The rights and remedies in this contract are cumulative and not exclusive of any rights and/or remedies provided by law.

31. These Conditions and the contract shall not constitute and shall not be deemed to constitute any relationship of partnership or agency between the University and the Client and shall not in any way create a lease of the University premises.

32. The Client shall not impede in any way the University (or its agents and servants) in the exercise of the University's right of possession and control of each and every part of the University premises.

33. All notices under this contract shall be in writing and may be served by post or facsimile or email transmission addressed to the other party at the address given in this Contract or at such other address as a party shall from time to time by notice in writing give to the other party for the purpose of service of notices under this contract and every such notice shall be deemed to have been served by post at the expiration of 3 days after despatch of the same or if sent by facsimile transmission at ten hours local

time on the next normal Business Day of the recipient following despatch and in proving service it shall be sufficient to show in the case of a letter that the same was duly addressed prepaid and posted in the manner provided and in the case of a facsimile transmission report that it was transmitted to the correct telephone number. Saturdays, Sundays and Bank Holidays shall not in any event be treated as days on which service is effected, and service shall be deemed to take place on the next normal Business Day of the recipient.

34. For the avoidance of doubt nothing in these Conditions shall confer on any third party any benefit or the right to enforce any provision of these Conditions.
35. These conditions and any contract between the University and the Client in respect of any reservation of University accommodation shall be governed and construed in accordance with South African Law. Any dispute arising out of or in connection with a reservation of any kind, which cannot be settled amicably, shall be referred to, in the first instance, to arbitration.
36. For the purposes of these Conditions Client shall mean any individual making a booking and in the case of a group booking on behalf of a partnership, organisation or company also the relevant partnership, organisation or company.

## **SECTION 5** **RESIDENCE RULES AND GENERAL INFORMATION FOR GUESTS**

### **SIGNING IN AND OUT OF ACCOMMODATION**

1. On arrival at the allocated residence, you must report to the reception desk and complete the signing in register.
2. Please print clearly and legibly as we shall not take responsibility for any errors that may occur as a result of illegible script.
3. The key to your room will be given to you, the group organiser or his/her nominee.
4. ***On the day of departure, you are required to vacate your room by 10:00am and return all keys to the reception window and sign out on the register at reception.***
5. Groups will be charged for any keys that are not returned.

### **SECURITY**

1. The reception is open 24 hours.
2. **Each door has a padlock. IT IS IMPERATIVE THAT YOU KEEP YOUR PADLOCK KEY IN A SAFE PLACE AT ALL TIMES. Loss of padlock keys will incur an extra cost for replacement.**
3. Do not make your key available to any other person as it is a security risk.
4. Guests are requested to make sure that their rooms are locked whenever they are not in it.
5. Please do not leave valuables lying around.
6. The University of Cape Town cannot be held liable to make good for the loss of any personal belongings due to theft or negligence on the part of the guest.

### **NOISE LEVEL**

1. **It should be kept at an acceptable level at all times.**

### **PHONES IN VACATION RESIDENCE**

1. Individual rooms do not have telephones but Public phones are available in the foyer of the residence (most accept world call cards)

### **LAUNDRY FACILITIES**

1. We do not provide such facilities but there are a number of commercial laundries on the main road.

### **TUCKSHOP FACILITIES**

1. We do not have this facility. However should your group wish to run its own then this request need to be put in writing to the manager of the Vacation Accommodation Office

### **USE OF SWIMMING POOL**

1. The University does not accept any liability where guests decide to make use of the swimming pool on campus. (Refer also to Indemnity Waiver)

### **CONFIRMED BOOKINGS ONLY WHEN:**

1. Booking form is filled in and a quotation has been accepted and returned with signature of group leader.
2. 50% Deposit of Total Amount is paid and sent with booking form
3. Conditions are signed and returned to the Vacation Accommodation Office

### **MEALS AND MEAL TICKET**



1. All meals are served in the dining hall of a vacation residence unless specific prior arrangements have been agreed with the Vacation Accommodation office for an alternative venue.
2. On your arrival, each guest will be issued a meal card as per their booking arrangement.
3. The effective date for each meal card is printed on the front of the card.
4. Please ensure on receiving your meal cards that the correct meal cards were issued to you as mistakes cannot be rectified at a later stage.
5. Keep your meal cards in a safe place as we do not replace LOST MEAL CARDS FREE OF CHARGE – if this should occur, replacement meal cards can be purchased at the Vacation Accommodation Office (if unfamiliar to location, please enquire at reception).
6. No CASH REFUNDS will be granted for any meal cards that have not been used.
7. Any CHANGES to meal numbers must be made **48 hours prior to the time of actual meal required**. This must be done **in writing** to the Vacation Accommodation Office.
8. Meals booked with the Vacation Accommodation Office prior to arrival of group and not taken due to last minute changes in the group's itinerary will be charged for. No refunds on meals not taken can be considered.
9. Menus sent to you for your perusal, represent a **typical meal cycle only**, and are not necessarily what you will be getting. Only in cases where a specific, customised menu option has been negotiated in writing and you have proof of this agreement with the Vacation Accommodation Office, will the Catering department supply meals according to the menu.
10. Packed lunches are available on request but require 48 hours prior notice and a clear written instruction must be given as to the time they should be ready for collection, as well as the expectation in regards to contents of the packed lunches.
11. For cost saving reasons, the Vacation Accommodation Office reserves the right to serve meals in a Dining Room other than the Residence booked for accommodation. If this poses a problem to you, you must bring it to the attention of the Vacation Accommodation Office before confirming your booking.
12. We do not cater for special dietary requirements e.g. vegan, kosher, halaal, etc. However, all meals are halaal friendly. Guests with special dietary requirements need to make alternative arrangements with outside caterers to prepare their meals (off-site) and deliver them pre-packed and "ready to eat" at the residence. Should early breakfasts or late dinners be required, a 48-hour notice needs to be given to Vacation Accommodation office. This arrangement will incur extra cost for staff overtime and transport.

#### **THE OFFICIAL MEAL TIMES ARE AS FOLLOWS:**

<u>Weekdays</u>	<u>Weekends/ Public Holidays</u>
<u>Breakfast:</u> 07:00 – 08:30	08:00 - 9:30
<u>Lunch:</u> 12:00 – 14:00	12:00 – 14:00
<u>Dinner:</u> 17:30 – 20:00	17:30 – 20:00

#### **ELECTRICAL APPLIANCES**

- Electrical appliances need to comply with safety requirements and be in proper working order.
- All rooms have a maximum current rating of 5 amps and no electrical appliance drawing more will be allowed.

#### **PREVENTION OF ACCIDENTAL FIRES:**

- Great care should be taken in winter when heaters are switched on. DO NOT hang clothing over heaters, or leave them on when going out.

#### **RESIDENCE STAFF: ADMINISTRATIVE AND MAINTENANCE**

- Should you have any maintenance problems, **please report immediately** at the **reception**.

#### **BEDDING**

- We provide duvet inner with a cover, sheet, pillow and a pillow case. We only provide blankets in winter. It will be advisable to bring extra bedding along if you deem it necessary.

#### **FIRE ALARM AND FIRE EQUIPMENT**

- Each residence is equipped with a fire alarm system.
- You are **prohibited** from playing with the fire extinguishers, fire hoses or any other electrical equipment in the building; as such activities may endanger the lives of other guests, should there be an emergency.
- No guest will tamper with or in any way misuse fire equipment. It is a criminal offence which may endanger lives. Guests will be billed for any damages incurred.
- Behind each room door is an orange notice with instructions on what to do in the case of an emergency.
- Should the fire alarm go off at any time, guests are required to make their way to the car park in the front of the building in a calm and orderly manner.
- The relevant University staff will then instruct you on what to do at the assembly point outside the building, should the situation arise.

#### **LIFTS**

1. No visitor may engage in any behaviour which impedes the normal function of the lift or causes/likely to cause damage to the lift.

2. Smoking is STRICTLY PROHIBITED in the lifts.
3. Any wanton damage caused to the lifts will be for the account of the group deemed to have been responsible for the malfunction of the lifts.

### **SMOKING**

1. Smoking is not allowed in the guest rooms and any other areas demarcated by non-smoking signs.

### **ALCOHOL**

1. Glass bottles may not be brought into residence or its environment under any circumstances.
2. Should anyone wish to bring alcohol onto University premises, it first needs to be cleared via the Vacation Accommodation Office.

### **LITTER**

1. Guests should refrain from throwing items out of the windows.
2. It is unacceptable as there are bins in both the rooms and the corridors.

### **SPECIAL CONDITIONS: INDEMNITY WAIVER**

1. Each person who enters and/or stays on the University's premises does so at his/her own risk.
2. The University shall **not be liable for any loss of, or damage to any property** of any nature owned by whomsoever, as may from time to time be upon the University's premises; or for any injury, disablement or death caused to anyone whomsoever on the University's premises howsoever such damage, loss, injury, disablement or death may be caused or whether it is occasioned by the act, omission or negligence (gross or otherwise) of any employee or office holder of the University or anyone else for whose action the University may be liable in law.
3. **I waive any claim (including any claim for consequential loss) which, but for this waiver, I may have against the University arising out of such inconvenience, loss, damage, injury, disablement or death and I further indemnify the University against any claim of whatsoever nature as may be made against it by any person whomsoever in respect of such loss, damage, injury, disablement or death, such indemnity to include an indemnity against all such costs which may be incurred by the University in connection with any such claim.**

### **ACCOMMODATION OPTIONS**

1. Should your 1<sup>st</sup> preference not be available and you have indicated that you are prepared to take up accommodation in other available residences will then become the official booking and you will be advised thereof in writing.
2. Rooms will be allocated as they are available at the time of receipt of the deposit.  
*(NOTE: This may mean that by the time we are in receipt of your deposit your 1<sup>st</sup> preference may no longer be available – If this is of concern to you, then kindly follow up with the Vacation Accommodation office as soon as you have paid your deposit).*
3. Only written requests for preferred options will be considered, in cases where more than one option is made available.
4. Verbal advice of availability is not a guarantee of a booking.
5. We do not accept telephonic (i.e. Verbal) bookings.

I acknowledge that I have read the Rules and General Information document and accept the conditions as set out in the documents and will inform my group members accordingly.

Group Name:.....

Authorised representative of the Group:

Name & Surname:.....

Signature:..... Date: .....