

ASSETS AND FACILITIES MANAGEMENT - PROPERTY MANAGEMENT - COMPANY'S GARDEN									
CAT.	SERVICES RENDERED	UNIT	REMARKS						
				2016/17	2016/17	VAT	2017/18	2017/18	% Increase / decrease
				Recalculated	R	Yes/No	Recalculated	R	
				excl. VAT	incl. VAT		excl. VAT	incl. VAT	
	GENERAL CONDITIONS:								
	1.CANCELLATIONS OF BOOKING/REFUND OF HIRE CHARGE (Including Filming)								
	1.1 An administration fee equivalent to 10% of the tariff applicable to a booking will be levied for every transfer of a booking provided that written notice of intention to transfer is given on or before the 14th day prior to the date originally reserved and the facility being available on the new date requested.								
	1.2 Cancellations must be by written notice.								
	1.3 If the booking is cancelled after the payment was received a 10% cancellation fee will be charged, based on the total amount due (excluding breakage deposit).								
	1.4 If a cancellation request is received less than 14 (fourteen) days before occupation, no refund of any money will be made.								
	1.5 Notwithstanding the abovementioned, should a booking be transferred or cancelled, the date of the original booking will be used to determine the amount of refund to which the Lessee is entitled.								
	1.6 Rebates on Film Permits: If for Cape Town Marketing or Student Film, 50 or 100% rebate may be applied in consultation with Cape Town Film Permit Office.								
	1.7 Where no charges are applicable, the minimum time before the event to submit application will be 2 days and 10 days where charges are applicable.								
	HIRE OF PARKS AND DEVELOPED PUBLIC OPEN SPACES INCLUDING CEMETERIES								
	Category 1								
SB	Religious / Charitable Institutions	per day or part thereof	For registered NPO's and Religious Organisations. Where there are no admission charges and where the facility/event is used for the social and public upliftment of poor communities. For registered NPO's and Religious Organisations including the Independent Electoral Commission (IEC) which is a publicly funded organisation and accountable to Parliament. Where admission charges are not made and where the facility/event is used for the social and public upliftment of poor communities and in the case of the IEC for local and national elections.	No charge Delete	No charge Delete	n y	No charge Delete	No charge Delete	0.0% N/A
SB	Admin Fees Refundable Deposit	against damages		570.00 - 20,000.00		n	570.00 - 20,000.00		0.0%

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	Category 2								
SB	Non-Commercial	per day or part thereof	For social and community groups not registered as religious / charitable institutions and where the applicant requires dedicated space (this includes wedding ceremonies). Where registered charities are using space for events by charging admission fees; Birthday parties, picnics and other social events where there are less than 50 attendees, no charge. Birthday parties, picnics and other social events are no charge. Events applications must be processed via the Events and Permits offices where there are more than 200 attendees, amplified sound to be used or temporary structures to be erected.	594.74	678.00	y	633.33	722.00	6.5%
	Administration Fees		For social and community groups not registered as religious/ charitable institutions. Where admission fees are not charged and where the facility/event is used for the social and public upliftment of poor communities.	Delete	Delete	y	Delete	Delete	N/A
SB	Non-Operational days	per day or part thereof	Set up and break down days	408.77	466.00	y	435.09	496.00	6.4%
SB	Refundable Deposit	against damages		570.00 - 20,000.00		n	570.00 - 20,000.00		0.0%
	Category 3 :								
SB	Commercial	per day or part thereof		2,898.25	3,304.00	y	3,086.84	3,519.00	6.5%
SB	Non-Operational days	per day or part thereof	Set up and break down days	1,439.47	1,641.00	y	1,533.33	1,748.00	6.5%
SB	Refundable Deposit	against damages		570.00 - 20,000.00		n	570.00 - 20,000.00		0.0%
SB	Electricity to be charged at the same rate as supplied by Electricity Dept.	metered reading		Metered reading	Metered reading	y	Metered reading	Metered reading	N/A
	Horse Drawn Carriages		For the operation of Horse Drawn Carriages on Zoned Public Open Spaces						
	Category 1								
	Commercial	per day or part thereof		167.54	191.00	y	Delete	Delete	N/A