

Application to Botswanacraft Marketing for use of the Courtyard / Mogopong space

Please complete and hand-deliver or fax to 3922689. We will call you back asap!
N.B. All musical events must be over before 24.00!

Brief statement of activity: Please use extra paper as required!

Day / Date & times required:

Programme of events:

Media Plan: NB Venue to be described as "the courtyard@Botswanacraft"

Max number of people expected: _____ **Entrance price:** _____

Gate: Invites: _____, **Press cards:** _____, **Tickets sold at gate:** _____, **Presold:** _____,
(N.B. max number for a standing only event is 1000 and the min entry price is P100)

Service Providers & Contact details:

Event Manager: _____ cell: _____

Equipment hire (tables, chairs, tents, décor, etc): _____

Seating plan: _____

Sound requirements: _____

Lighting requirements: _____

Catering requirements: _____

Sponsors: _____ cell: _____

Performers: _____ cell: _____

cell:

cell:

cell:



**Botswanacraft
Marketing**
(ESTABLISHED 1972)

"Sharing Culture"

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Rental of Venue Agreement Outline

Botswanacraft Marketing (Pty) Ltd. hereby agrees to rent out the courtyard space at plot 20716, western bypass Gaborone to

The authorized signatory of this agreement hereafter referred to as the renter.

The renter hereby accepts these conditions and is held responsible and liable for all aspects of this agreement relating to the renter. The separate application form and details of activity as completed by the renter forms a part of this agreement.

- The rental date is only reserved on payment of the booking / rental fee, 50% of the above charges are refunded on cancellations received in writing a minimum of seven days before the rental date. All above costs must be paid in full a minimum of 7 days before the event date or the booking will be cancelled and the refundable portion of the charges will be refunded.
- No advertising or publicity of the event is allowed before the booking fee is paid in full.
- Any extension of time will be charged at P400.00 per hour or part thereof. This includes time taken to clear the venue of all patrons and performers. Any and all equipment left on the premises will be done so solely at the risk and intention of the renter.
- The renter agrees to employ Scorpion Bouncers and guards for the duration of the show. The security staff will only be released when all patrons and performers have vacated the premises. The security cost is borne by the renter and paid for in full, in advance to Botswanacraft.
- The courtyard space includes a roofed wooden stage 7.7m wide x 5m deep x 1.0m high with a carrying capacity of 30 people, flood lights, a concrete slab in front of stage, back stage area, round low wall boma and central fire place, shaded area with fifty chairs and ten tables. Three-Phase 60Amp power supply, with numerous round pin sockets around the stage. Six separate free standing stage platforms of 1.2 x 2.4m x 600mm high are available for stage wings, a ramp, or as a second platform. 12 x 1000 watt parkans with digital programming and assorted colours are available at an extra cost of P2000 per event.
- Parking for 16 vehicles at the front of the building is available for Artists and staff, use of this parking with it's separate gate is dependant on **Providing a list with the authorised vehicle number plates before the gate is opened.**

Botswanacraft will ensure that:

- The courtyard is clean and tidy prior to the show.
- Security compliance regarding tickets sales and collection. We charge 6-10% handling fee on ticket sales. Tickets must be numbered and include security features.
- For use of Mogopong (green room) & artist parking wristbands / ids are also required (available at P3.00 each).
- The public will not be allowed access to the venue until the event staff and performers are in place and ready.
- The venue is locked and alarmed once vacated.

The renter will ensure that:

- Foreign artists & performers arrive in Botswana the day preceding the event.
- Sound check and other disturbances in courtyard during set-up only after 3.00pm. Sound Check will be done at _____
- Staff to provide all services related to the event such as tickets sales and collection, stage management, mc's and performers should be on-site an hour before the event starts.
- Adequate float and cash control for ticket sales.
- The programme will run within thirty minutes of its stated time.
- All branding of the venue must be completed 4 hours before starting time.
- Additional chairs, tables and equipment as required for the event are rented, delivered and signed for in advance, all liability resting with the renter.
- Rights for all material being presented and permission from all relevant authorities.
- Public Liability Insurance for the duration of this event to cover any injury, loss or damages caused by the negligence of the renter for the duration of the rental agreement. This certificate of insurance must list as additional insured: Botswanacraft Marketing (Pty) Ltd, and must be secured prior to the start date of the rental agreement.

Signed by Hirer

Date: