VENUE BOOKING FORM FOR EXTERNAL PARTIES

APPLICANT DETAILS	
Name of Company	
Address	
Company Registration Number:	VAT Registration Number:

CONTACT PERSON DETAILS	
Full Name	
Telephone Number	Mobile Number
Email Address	

BOOKING DETAILS	
Purpose of Hire	
Hire Date(s)	
Access Time to Venue	Exit Time from Venue
Planned Start Time	Planned Finish Time
Total Number of Attendants (incl. children)	
Will Refreshments be served? If yes give details	Yes / No

PLEASE TICK	VENUE REQUIRED	CAPACITY	HIRE FEE
	Library Floor Space (main area only)	60 people	R300 (up to 3 hours)
	Art Gallery	25 people	R300 (up to 3 hours)
	Video-conference room	10 people	R350 (up to 3 hours)
	Mezzanine Floor	25-30 people	R300 (up to 3 hours)

Al-Ikhlaas
Academia Library
and Resource Centre

409 Imam Haron Road, Lansdowne, 7780, Cape Town, South Africa
2nd Floor, Academia Building, Islamia College Campus
PO Box 38072, Gatesville, 7766
+27 21 697 1508 / librarian@academialibrary.co.za
Islamic Library is a registered NPO (033-604-NPO)

Empowerment through Knowledge for All

OPTIONAL EXTRAS

PRINTER AND COPIER SERVICES		
ITEM	PRICE (A4)	PRICE (A3)
Printing (colour copy)	R 2	R 3.50
Photocopy (black and white)	R 1	R 2.50
Photocopy (colour copy)	R 2	R 3.50
Laminating	R 4	-
Scanning to email	R 5 (for 1st page) R 3 (for every page thereafter) Additional: R2 to copy from email to mobile storage device	

THE LIBRARY'S PROJECTOR AND SCREEN	
Library Floor Space	R350
Sh. Abubakr Najaar Desk scholarly area	R350

BOOKING PROCEDURE

- Complete the Venue Booking Form with all the required details.
- Read and sign the Academia Library Policy for Applicants on the use of its premises that is linked to the Venue Booking Form.
- Submit this completed and signed Application Form to Noori Hoosain at noori@academialibrary.co.za
- You will be informed in writing when your application has been approved.

PAYMENT DETAILS

Option 1: EFT Payments

Account Name	Academia Library
Account Number	78600170508
Bank	Albaraka Bank
Branch code	800000
Ref	Booking (name)

Option 2: Direct payments
- This is on a cash only basis – no cards accepted
- Payments made directly to the library

Note: Bookings will only be secured on payment