



**Western Cape  
Government**

Cultural Affairs and Sport



Western Cape Cultural Commission  
Wes-Kaapse Kultuurkommissie  
Ikhomishoni yeNkcubeko YeNtshona Koloni

## **CULTURAL FACILITIES APPLICATION / BOOKING FORM 2017**

The Western Cape Cultural Commission (WCCC) manages seven cultural facilities in the Western Cape in line with its mandate to preserve, develop and promote Arts and Culture in the province. These facilities are utilised by organisations whose objectives are in line with this mandate.

To be eligible to use the facilities, organisations should be active within the ambit of the performing, visual or literary arts; addressing natural or human sciences; a cultural – historical field or youth's cultural awareness and involvement. The facilities can be used for the roll out of annual general meetings, conferences, strategic planning and team building sessions.

Projects and events which do not address the above, are not eligible to use the facilities, these include political party-aligned events, religious services, weddings, birthday parties, accommodation for tours and family camps.

### **PRIORITY AREAS FOR CONSIDERATION**

The following priorities and criteria will be taken into consideration when considering applications for the use of the cultural facilities:

- Programme content
- Potential to build, develop and engage youth, women and physically challenged, inclusive of projects which impart skill, knowledge and expertise.
- Duration of project
- Project proposals will be considered from applicants who display potential to attract and involve the broader public in arts and culture.
- To maximise the use of facility, applications will be considered for projects that are being undertaken in conjunction with other role-players as well as projects with a strong community base, which focuses on capacity building and empowerment.
- Projects which contain characteristics of the Western Cape strategic goals 2015 to 2020; listed below:
  - a. Create opportunity for growth and jobs.
  - b. Improve education outcomes and opportunities for youth development.
  - c. Increase wellness safety and tackle social ills.
  - d. Enable a resilient, sustainable, quality and inclusive living environment.
  - e. Embedded good governance and integrated service delivery through partnerships and spatial alignment.

## 1. ORGANISATIONS ELIGIBLE TO USE THE FACILITY

The following organisations are eligible to apply to use of facility:

- Non-profit, tax-exempt organisations (NGOs, CBOs, Charities)
- (\$10 Non-Profit Companies) established specifically for the promotion and development of arts & culture activities.

## 2. INSTITUTIONS ELIGIBLE TO USE THE FACILITY

- Government Institutions
- Organisations focusing on youth development
- Educational institutions
- Theatres
- Performing institutions

## 3. ORGANISATIONS NOT ELIGIBLE TO USE THE FACILITY

- Pty (Ltd) companies
- Companies and other entities for-profit
- Organisations or institutions operated by or principally supported by a religious institution
- Political parties, organisations with political goals, labour unions
- Organisations that did not comply with previous usage conditions

## 4. TERMS AND CONDITIONS

- One booking request per form
- No block bookings are permitted
- Booking allocations will be done on a quarterly basis and not on a yearly basis.
- No sub-letting of facilities allowed
- **A non refundable deposit of R500 is payable upon confirmation of booking and is due within 5 days of date of letter**
- A minimum of 40 people must be booked and paid for prior to utilising the facility.
- **The balance must be paid 2 months prior to the reservation date.**
- Failure to pay the full amount prior to the reservation date will result in the reservation being cancelled automatically.
- Incomplete application forms will not be considered.
- **A detailed programme containing the daily activities must be attached.**
- The overnight accommodation costs R37,00 per person per night and the daily tariff is R12,00 per person per day.
- Bien Donné Manor House is a conference facility only at the rate of R53.00 per person per day, with no overnight accommodation available.
- **Cancellations made 30 days prior to the booking date will result in the deposit being forfeited.**
- **No refunds are payable for any cancellations or should fewer people attend than was paid for.**
- NB: Tariffs are subject to change
- No pets allowed, except guide dogs for the blind and visually impaired.

## 5. DEPARTMENTAL CONTACT DETAILS

Completed application form with detailed programme to be faxed/e-mailed to the following:

**Email:** [Robyn.Mitchell@westerncape.gov.za](mailto:Robyn.Mitchell@westerncape.gov.za) or to **fax** number 086 443 2962

**Email:** [Craig.Johnson@westerncape.gov.za](mailto:Craig.Johnson@westerncape.gov.za) or to **fax** number 086 522 4216

FACILITY SELECTION			
The booking applications is applicable for the following cultural facility:			
NAME OF CULTURAL FACILITY	<input checked="" type="checkbox"/> the box	DATE	ALTERNATIVE DATES
Melkbos Oppiesee			
Melkbos Cultural Centre			
Groot Drakenstein			
Okkie Jooste			
Koekenaap			
Schoemanspoort			
Bien Donné Manor House (Day bookings only)			

ORGANISATIONAL INFORMATION					
1. NAME OF GROUP / ORGANISATION / SCHOOL					
2. NAME OF PROJECT					
3. DETAILS OF CONTACT PERSON					
Name and Surname					
Position: e.g. Project Manager					
Address				Code:	
Tel. No.		Cell No.		Fax No.	
E-mail Address					
4. DETAILS OF ALTERNATE CONTACT PERSON					
Name and Surname					
Tel. No.		Cell No.		Fax No.	
E-mail Address					
5. BOOKING DETAILS					
How many people will participate in the programme? <i>(please indicate below in the available spaces)</i>					
MALE	FEMALE	YOUTH (13–20)	SENIOR CITIZENS	DISABLED	TOTAL NUMBER
10. Are you utilising the cultural facility for the first time?			YES		No

11. Which year have you utilised the cultural facility? <i>(please tick box below year)</i>			
2013/14	2014/15	2015/16	2016/17

DECLARATION		
I agree to abide by the terms and conditions for the usage of the facility.		
PRINT NAME:	SIGNATURE:	DATE: