



**Western Cape
Government**

Cultural Affairs and Sport



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

Cultural Facilities Usage Policy

WESTERN CAPE CULTURAL COMMISSION (WCCC)

CULTURAL FACILITIES USAGE POLICY

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1. PURPOSE

- 1.1. This policy provides guidelines for the use, booking and payment process as regards cultural facilities for the development, preservation and promotion of arts and culture in the Western Cape through the creation of effective and vibrant functioning of arts and culture structures, activities and environments.

2. SCOPE

- 2.1. The Accounting Authority of the public entity must manage revenue efficiently, economically and effectively by developing and implementing appropriate, transparent procedures that provide for the identification, collection, recording and reconciliation of revenue received for the usage of facilities.

3. IMPLEMENTATION

- 3.1. The Accounting Authority must ensure impactful, citizen-centric service delivery which aims to create public value.
- 3.2. The Accounting Authority must ensure that all policies and procedures are communicated to and implemented by the responsible official employed by the Department of Cultural Affairs and Sport.
- 3.3. The Chief Financial Officer must from time to time evaluate internal procedures to ensure that reasonable controls exist and that officials understand and implement prescribed procedures.
- 3.4. Supervisors of the officials managing the booking process are responsible to ensuring that reasonable controls are implemented, and for compliance with rules and procedures.

- 3.5. The Internal Control Section must be notified promptly of any losses, non-compliance or misappropriation by employees and must take appropriate and reasonable action, when required.

4. TERMS AND CONDITIONS

Facilities are to be utilised for activities related to the core mandate of the Western Cape Cultural Commission, namely the promotion, development and preservation of arts and culture, as contained in the Western Cape Cultural Commission and Cultural Councils Act, Act 14 of 1998.

- 4.1. Cultural facilities must be used in accordance with the approved booking and utilisation procedures.
- 4.2. Bookings may only be made by adults, and all persons under the age of 18 years utilising the facility must have adult supervision for the duration of their stay. The facilities will be closed for bookings to the public for a period of two weeks commencing on 23rd December of each year, or on the first working day thereafter, should the 23rd fall on a weekend.
- 4.3. Facilities are not available for purposes of commercial gain.
- 4.4. Activities related to political parties and trade unions or the promotion of any such dogma are prohibited.
- 4.5. Organisations will have access only to the specific area reserved and paid for.
- 4.6. An overnight booking must consist of a minimum of 40 people and paid for prior to utilising the facility.
- 4.7. A day booking must consist of a minimum of 100 people and paid for prior to utilising the facility.

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- 4.8 Staff at the facility are available only for emergencies and to answer any requests for information regarding the use of the cultural facility.
- 4.9 No group or individual renting the facility may offer any goods or services for sale, or sublet the facility or any part thereof for the duration of the period for which it has been booked.
- 4.10 Use of alcohol or illegal substances at the facility is strictly prohibited. Smoking is not allowed within the facility buildings.
- 4.11 The Department is not liable for any damage of material property, loss, or accidental injury, death, sickness or indisposition of any person/ persons which may occur during the occupation and/or use of the cultural facility.
- 4.12 Appliances which pose a fire risk are not permitted in any of the sleeping quarters.
- 4.13 Occupancy is not to exceed the capacity of the facility reserved.
- 4.14 No pets allowed, except guide dogs for the blind and visually impaired.

5 DEPARTMENTAL USAGE

All provisions, terms and conditions in the policy executed by officials remain unmodified and in full effect, except those specifically modified and agreed upon.

- 5.1. The Western Cape Premier may make use of the WCCC facilities for official business, in line with the policy guide and at no cost.
- 5.2. All Ministers of the Provincial Government may make use of the WCCC facilities for official business, in line with the policy guide and at no cost. No tariff will be

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payable for a day booking; however, should the group stay overnight, the cost must be borne by the relevant Department.

5.3. Usage by Western Cape Government Department officials:

a. All officials within the Provincial Departments will be charged, the approved tariff and no special preference will be given.

5.4. Usage by the Department of Cultural Affairs and Sport (DCAS) officials:

a. The Department of Cultural Affairs and Sport may also make use of the WCCC facilities for official business in line with the policy guide and no tariff will be charged for a day booking. However, should the group stay overnight, the cost must be paid by the relevant component as per the approved tariff.

6 PROMOTION OF THE CULTURAL FACILITIES

The availability of the cultural facilities to citizens contributing to the development, promotion and preservation of the arts, culture, heritage and sport sector will be promoted through the display of an advertisement via: -

6.1 website: www.westerncape.gov.za/cas; and

6.2 the distribution of brochures via municipalities, museums, libraries, other Western Cape Government departments, schools, walk-in centres and databases of stakeholders / role-players.

7 BOOKING PROCESS/ APPLICATION PROCESS

7.1 Information about the availability of the cultural facilities can be obtained by accessing www.westerncape.gov.za/cas.

- 7.2 Overnight bookings are restricted to the bed- capacity per facility.
- 7.3 All bookings are to be made electronically, and prospective clients need to register on the online system. Only once registered, can the client proceed with the online booking process.
- 7.4 The online system will be open throughout the year.
- 7.5 Bookings for the new calendar year will open on the 1st October of the preceding year.
- 7.6 The Booking Official will indicate the status of the application via email, which will be sent to the client informing them of the outcome.
- 7.7 Applications approved are captured on the system and clients are issued with a reservation number, and all relevant information related to the booking.

8 FINANCE/ADMIN PROCESS

Deposit

- 8.1 No cash for bookings will be accepted at the cultural facilities.
- 8.2 A deposit of R1 000 is payable within five working days from the confirmation letter date, of which R500 is non-refundable. Should there be any damages, breakages or losses, the remaining balance of R500 will form part of the calculated damage costs incurred.
- 8.3 The balance must be paid one month prior to the actual booking date. Failure to do so will result in an automatic cancellation.

- 8.4 For bookings made less than one month before the reservation date, the full amount is payable within 48 hours after the confirmation of the booking.

9 TARIFFS

Tariffs are as per the tariff register for daily and overnight accommodation, and are subject to change. (see brochure)

10 ARRIVAL AND DEPARTURE PROCEDURE

The arrival and departure of clients who have made bookings at the cultural facilities will be managed as follows: -

- 10.1 **Overnight booking:** Arrival time is 14:00; departure time is 10:00
- 10.2 **Day booking:** Arrival time is 08:00; departure time is 16:00
- 10.3 Upon arrival of clients, verification of bookings made will be requested. Failure to produce proof may result in the clients being denied access to the facility.
- 10.4 An inspection of the facility and a head count by the facility staff and group leader are to be undertaken upon arrival and departure.
- 10.5 Should the head count, upon arrival, exceed the number booked and paid for, the difference in the amount owing must be deposited immediately, as entrance to the facility will only be allowed once proof of payment has been provided.
- 10.6 Upon departure, any damages or losses are to be recorded and signed for by both parties. The client will be liable for any costs recorded which are related to damages to the facilities, and loss of keys and remote controls. An invoice

detailing costs of damages will be forwarded to the client, and is payable ten (10) working days from date of invoice.

11 CLIENT FEEDBACK

11.1 Feedback from clients will be obtained in the form of a Client Satisfaction Survey.

12 CANCELLATIONS OF CONFIRMED BOOKINGS

All cancellation requests for confirmed and fully paid bookings are subject to the following provisions:

12.1 Fully paid, confirmed bookings which are cancelled 30 days or more in advance of the booked arrival date will be refunded to the value 50% of the total payment.

12.2 Fully paid, confirmed bookings cancelled less than 30 days in advance of the booked arrival date will forfeit the total payment made.

12.3 There will be no refunds for fewer people attending than initially paid for.

12.4 All confirmed bookings must be cancelled in writing.

13 DISCLAIMER CLAUSE

In making the cultural facilities available for utilisation by clients under this policy, the Western Cape Cultural Commission, under the auspices of the Department, will not accept accountability or liability arising from any of the following eventualities during the use of the facilities:

- 13.1 death, illness or injury suffered or sustained by any person;
- 13.2 theft, loss or damage to any personal property, whether or not allegedly due to the negligence of WCCC or Department; and
- 13.3 mislaid clothing or any other items allegedly left behind at the facilities; and any alleged defect in any vehicle.

14 EFFECTIVE DATE AND REVIEW

- 14.1 This policy will be effective from the date on which this document is approved and signed by the Accounting Authority. The policy may be reviewed periodically, as necessary.

**Approved by Ms Jane Moleleki
WCCC Accounting Authority**

Date: 12/12/2016

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