



NPO number: 003-134 NPO
PBO Number: 130001247 | Registration Number: 2001/026273/08
PO Box 11116, Bloubaerg, Cape Town, 7443, South Africa
Physical Address: 22 Pentz Drive, Table View, 7441
Telephone: + 27 21 557 6155 Fax: + 27 21 557 8804
Email: reception@sanccob.co.za | Website: www.sanccob.co.za

SANCCOB VENUE HIRE - RESERVATION APPLICATION FORM

EVENT DETAILS	
Date:	
Nature of the event:	
Number of delegates attending:	

TIMES OF HIRE				
Half day options	08h00 – 12h00		13h00 – 17h00	
Full day	08h00 – 17h00			

VENUE HIRE OPTION (please tick)				
Meeting room	12 – 14 delegates	Half day	R1500	
		Full day	R2500	
Education room	Maximum 50 delegates	Half day	R2500	
		Full day	R4500	

* Our Visitor Centre is a no cash facility, and we prefer card payments or bank transfers.

EDUCATION ROOM LAYOUT (Please tick the layout setup of choice)					
Boardroom (16+)		U-Shape (20)		Theatre (50)	

ORGANISATION/GROUP DETAILS			
Organization Name:			
Contact person Name:			
Email Address:			
Tel No:		Mobile:	
Address:			

Board of Directors: I Cilliers (Chairperson), N Maskell (Chief Executive Officer), V Boule (Treasurer),
Dr S Petersen, Dr A Wolfaardt, K Handley, J Cooper and Dr R Sherley.

TERMS AND CONDITIONS

1. **Approved events**

The venue can only be rented for the following types of events:

- Workshops
- Training sessions
- Meetings
- Conferences
- No social events, for more information contact reception@sanccob.co.za

2. **Venue Rental Hours**

The venue is available for hire between the hours of 08:00 AM and 17:00 PM only.

Any events held outside of these hours will not be permitted.

3. **Eco-friendly Guidelines**

SANCCOB is committed to environmental sustainability.

All events must adhere to the following eco-friendly guidelines:

- No single-use plastics are allowed. This includes but is not limited to balloons, plastic straws, plastic bottles, or disposable plastic items.
- All items used during the event, such as cups, plates, and cutlery, must be biodegradable or recyclable.
- We encourage the use of sustainable, eco-friendly alternatives wherever possible.

4. **Alcohol and Smoking**

- The use of alcohol is prohibited.
- No smoking is allowed on the premises, in accordance with our commitment to maintaining a healthy environment for the seabirds and all our visitors. There are designated smoking areas where smoking is allowed.

5. **Health and Safety**

- All guests are required to comply to SANCCOB's safety protocols.
- Any activities that may pose a risk to the well-being of seabirds, staff, or visitors will not be permitted.

6. **Property Damage**

The venue must be left in the same condition as it was found. Any damage to the property, equipment and/or crockery during the venue hire, the replacement thereof will be responsibility of the event organiser.

7. **Cancellation policy**

Cancellations must be made in writing at least 48 hours before the scheduled event. A full refund will be given if the booking is cancelled 48 hours before the event. No refund will be given if the booking is cancelled in less than 48 hours.

8. **Liability**

SANCCOB is not liable for any personal injury or property damage that may occur during rental of the venue. All attendees should exercise caution and follow safety protocol.

9. **Amendments**

SANCCOB reserves the right to amend these terms and conditions at any time. Event organisers will be informed of any changes prior to their event.

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DECLARATION

I have read and agree with the SANCCOB venue hire terms and conditions.

Signature:

Authorised person:

Designation:

Date:

CATERING – THE COFFEE FOUNTAIN AT SANCCOB

Enhance your event experience with catering from The Coffee Fountain, SANCCOB's on-site coffee shop.

The Coffee Fountain offers a variety of freshly prepared light meals, snacks, and beverages, including quality barista-style coffee, teas, baked goods, and wholesome lunch options. By choosing The Coffee Fountain, you not only enjoy convenient, on-site catering, but you also support SANCCOB's conservation work.

To arrange catering for your event, please contact: Thecoffeefountain@sanccob.co.za We encourage all venue hire clients to make use of this convenient and delicious option.

Board of Directors: N Maskell (Chief Executive Officer), I Cilliers, V Boule,
Dr S Petersen, Dr A Wolfaardt, K Handley, J Cooper, Dr R Sherley, T Kabalin, and V Shacks.