



IUM
— THE INTERNATIONAL —
UNIVERSITY OF MANAGEMENT

TERMS AND CONDITIONS

General:

1. This quotation shall be valid for a period of 7 (seven) days and is subject to availability.
2. Bookings will only be confirmed once a 100% payment has been paid and proof of payment has been received.
3. All extra requests shall be settled on the day of the event.
4. IUM reserves the right to automatically cancel all provisional bookings where no deposit has been received within timeframes as set out above.
5. **In the case that a special arrangement is made for the function to continue after 24h00, this shall attract an additional charge of N\$ 750 per hour or part thereof.**
6. No staplers, power tools or any other equipment may be used for attaching any decorations to the wall of partitions.
7. No smoke Machines are allowed in the venue.
8. Parking is available, but at owners risk. IUM shall not be liable for any loss or damage suffered as a result of theft or damage of whatsoever nature sustained to any vehicle and/or contents thereof.
9. **All changes & cancellations must be made in writing by the client.**
10. **Any cancellations made after three month of booking will result in you being liable of a 100% of what has been paid to date upon cancellation of a confirmed booking.**
11. **A cancellation fee of 50% of what has been paid to date will be chargeable upon cancellation of a confirmed booking.**
12. IUM reserves the right to change the previously allocated function venue, upon giving reasonable prior notice to the client.
13. The customer shall not be entitled to assign the booking to any third party nor utilise the facilities for any purpose other than that stated in the quotation without prior written approval from IUM.
14. The customer is responsible to remove all décor after the function and clean the venue by 12h00 pm the day after the event. IUM will not be held liable for any loss, damages or breakages to the client's properties.
15. Any indulgence shown to the customer shall not constitute a waiver or notation of the right of IUM.

LOSS/DAMAGES:

1. Neither IUM nor its employees shall be liable for any damages or loss which may be caused to any of the goods of the customer, its employees or invitees brought onto the premises for any reason whatsoever, nor for any injury or loss of life of the client or its employees howsoever caused. The client further indemnifies and holds IUM not liable against any claim that may be made against IUM by any third party relating to the provisions of this clause.
2. Should any damages occur to the building, surroundings, venue, furniture, carpets, and equipment during the function, the client shall be held liable and billed accordingly.
3. Any burns or candle wax damages will be charged back to the client.
4. IUM will not be held liable for any interruption of services (in terms of water, electricity, sanitation).

I _____ hereby agree to abide by the above terms and conditions set out by IUM and bind myself in my personal capacity as surety and co-principle debtor for all monies owing from this agreement. All damages to the allocated building and surroundings, venue, furniture and equipment therein will be charged to the client. Prices are subject to change.

Name (Printed): _____ Signature: _____

IUM Representative: _____ Signature: _____