

CAPE BAR FACILITIES POLICY HUGUENOT CHAMBERS GROUND FLOOR

INTRODUCTION

1. The Cape Bar Council (**the Council**) has established and maintains facilities on the Ground Floor of Huguenot Chambers in the interests of, and for use by, the Council, its committees, members of the Cape Bar (**Members**) and entities or individuals who are unaffiliated to the Cape Bar.
2. This policy contains the principles governing the booking and use of the Blue Room, and the Common Room and its Annex (**the Venues**).
3. The Council's Facilities Committee (**the Committee**) is responsible for the administration of the Venues in accordance with this policy. To this end, the Committee must, among its other functions:
 - 3.1. administer the **Terms and Conditions** governing the booking and use of the **Venues**; and
 - 3.2. develop, administer and, where necessary, amend a **Booking System**.
4. Every user of a Venue, including the Council, its committees and every Member:
 - 4.1. must use the Booking System to make a booking; and
 - 4.2. is subject to the Terms and Conditions.
5. No user may use a Venue without a secured booking obtained through the Booking System.

BOOKING SYSTEM

6. The Booking System must provide for appropriate booking categories, including:
 - 6.1. the Council or a committee of the Council (**Council Structure**);
 - 6.2. a '**Paying User**', meaning an entity or an individual who agrees to hire a Venue at the applicable rate and comprises both Members and entities or individuals who are unaffiliated to the Cape Bar; and
 - 6.3. a Member who wishes to use or uses a Venue free of charge.
7. A Council Structure may book and use an available Venue free of charge for a purpose directly related to the work of the Council or the committee concerned. A Council Structure has priority access over other booking categories to an available Venue.
8. A Paying User may book and use an available Venue on payment of the rate prescribed in the Terms and Conditions. The rates must provide for a preferential rate for use by a Member and may provide for a preferential rate for other users.
9. The Committee must conduct a trial to evaluate the practical and financial feasibility of permitting Members to book and use the Venues free of charge. The

object of the trial is to find an appropriate balance between recovering the costs to the Council of establishing and maintaining the Venues in the interests of all Members and permitting free use by individual Members when a Venue is not otherwise in use. During the trial, the Committee must iteratively assess policy options including limiting the duration and timing of a secured booking by a Non-Paying User. While this is primarily aimed at Members, exceptionally it may include others.

TERMS AND CONDITIONS

10. The Terms and Conditions and any amendment thereof, which must be approved by the Council, must include terms and conditions concerning:
 - 10.1. requirements for making and securing a booking;
 - 10.2. rates payable by a Paying User for each Venue including preferential rates for Members and other Paying Users;
 - 10.3. deposits and refunds of fees;
 - 10.4. house rules such as access control and hours of use;
 - 10.5. access to services in the Venues such as WiFi, audio-visual equipment, videoconferencing, and recording facilities, and support for such services;
 - 10.6. catering;
 - 10.7. liability for damage; and
 - 10.8. other relevant terms and conditions.