

**EKURHULENI METROPOLITAN MUNICIPALITY**

**LIBRARY AUDITORIUM TARIFFS**

In terms of the relevant legislation the Ekurhuleni Metropolitan Municipality at a meeting held on **20 April 2011** resolved to approve the Library Auditorium Tariffs with effect from **1 July 2011**, as follows:

**LIBRARY AUDITORIUM TARIFFS:**

**1. Availability of facilities**

Library auditoriums, halls and/or group activity rooms (hereinafter auditoriums) are available for rental Monday through Saturday

Only auditoriums with caretakers will be available after normal business hours

The auditoriums are available for:

- Study related activities
- Skills development programs
- Educational development programs
- Meetings/symposiums
- Lectures
- Training
- Eisteddfods
- Small concerts
- Holiday programs

Other: Written application for approval by the Executive Director: Sport, Recreation, Arts and Culture

**2. Reservations**

Minimum reservation period is two (2) hours on Monday to Friday and 4 hours on a Saturday. Time must be included in the reservation for both set-up time and vacating of the premises

Reservation requests will be "tentatively" held for five (5) business days from the date of the request. After the 5 day period, tentative reservations will be released and the auditorium made available to others

Payment in terms of By-laws

**3. Contracts:**

Applicants must be 18 years of age and older

Person signing the rental contract is required to be present at the event and is responsible for the group's activities

#### **4. Courtesy to library operations and users**

The library will be open for business during most scheduled functions. As such auditorium functions may not disrupt library activities or users

The Controlling Librarian or delegated official may terminate any function that is disruptive to the library's operations. In such cases the rental fee will not be refunded

#### **5. Facilities and amenities available**

Not all libraries have auditoriums available for rental

Library auditoriums differ in size and amenities available and are categorized accordingly

##### **5.1 Category "A" Auditorium**

Equipped with most of the following:

- Stage
- Sound system (microphones for rental)
- Piano (for rental)
- Dimmer lights
- Built-in screen
- Tables and upholstered chairs
- Overhead projector (for rental)
- Video, Slide and data projector (for rental)
- Crockery (for rental)
- Kitchenette

##### **5.2 Category "B" Auditorium**

Equipped with:

Basic lighting

Small stage

Loose standing screen

Tables and chairs

Kitchenette

Piano (where available)

User may bring own audiovisual equipment provided it is in good condition and will not interfere with or damage Council's electrical systems

##### **5.3 Category "C" Auditorium**

Equipped with tables and chairs

Certain facilities have miscellaneous items available for rental

User may bring own audiovisual equipment provided it is in good condition and will not interfere with or damage Council's electrical systems

#### **6 Sessions**

##### **6.1 Auditoriums without caretakers**

###### **Monday to Friday**

08:30 — 13:00

14:00 — closing time of library

###### **Saturdays**

08:30—13:00

**6.2 Auditoriums with caretakers**

**Monday to Friday**

08:30 — 13:00

14:00 — 16:30

18:00 — 22:00

**Saturday**

08:30 - 13:00

14:00 - 18:00

18:00 - 22:00

**Rental and Deposits**

Minimum reservation time is two (2) hours Monday to Friday and four (4) hours on a Saturday. Rental rates shown are hourly rates.

Fees charged for additional hours can be based on % hour increments.

Deposits payable at category “A” and “B” facilities will be equal to the applicable rental plus 50%. No booking will be confirmed until the deposit is paid.

When a period of lease is exceeded, a charge of 2 x hourly rental per hour or part thereof will be applicable

**All tariffs are VAT included**

	<b>CULTURAL AND EDUCATIONAL INDIVIDUALS AND ORGANISATIONS</b>		<b>OTHER</b>
<b>Facility</b>	<b>Monday - Friday</b>	<b>Saturday</b>	
<b>Category A</b>			
Edenvale Auditorium	<b>R85,00</b>	<b>R120,00</b>	<b>R130,00</b>
Kempton Park			
<b>Category B</b>			
Alberton	<b>R55,00</b>	<b>R85,00</b>	<b>R95,00</b>
Bedfordview			
Benoni			
Birchleigh			
Birchleigh North			
Boksburg			
Bracken			
Edenvale Group Activity			
Germiston Auditorium			
Nigel			
Springs			

	CULTURAL AND EDUCATIONAL INDIVIDUALS AND ORGANISATIONS		OTHER
Facility	Monday - Friday	Saturday	
Tembisa West			
<b>Category C</b>			
Actonville	<b>R25,00</b>	<b>R35,00</b>	<b>R65,00</b>
Duduza			
Etwatwa			
Geluksdal			
Germiston Committee Room			
HP Makoka			
Kempton Park Gallery			
KwaThema			
Spruitview			
Tembisa Main			
Tsakane			
Vosloorus			
Watville			
Zonkiziswe			

**Miscellaneous items (where available)**

Cups, saucers, teaspoons, side plates, glasses	<b>R 5,00</b> per unit of 20 people
Teapots, jugs, sugar bowls,	<b>R 1,00</b> per item
Flip chart (excl paper)	<b>R20,00</b> per item
Various projectors	<b>R20,00</b> per item
Rostrum	<b>Free</b>
Microphones	<b>R15,00</b> per item
Urn	<b>R15,00</b> per item
Video/DVD player/TV	<b>R20,00</b> per item
Table cloths	<b>R10,00</b> per item
Overlays	<b>R 5,00</b> per item

Piano	<b>R50,00</b> per reservation
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File:

Council Resolution:	A-SR (03-2006) 26 October 2006
Published	Gauteng Provincial Gazette No. 446 dd 20 December 2006
Local Authority Notice Number	3440
Council Resolution:	A-F (27-2010) CM 27/05/2010
Published	Extra-Ordinary 123 dd 30 June 2010
Local Authority Notice Number	891
Council Resolution	A-F (27-2011) CM 20/04/2011
Published	Extra Ordinary 107 dd 01 June 2011
Local Authority Notice Number	688