



THE MITRE OD UNION ACCEPTABLE USE POLICY

The booking is subject to the signature of the Standard Terms and Conditions being signed by the Responsible Person.

In order to process the booking, the Responsible Person must provide the OD Union with the relevant details of the Event, including the names of all the Guests, audio visual or presentation requirements, staffing requirements and the like.

The Responsible Person must ensure that the Mitre is left in a clean and acceptable condition. He is also responsible for any damage caused to the Mitre.

The Mitre is on School Property. The Responsible Person must be cognisant of the neighbours, the School and the needs and interest of the wider Bishops community.

Only the Mitre's Preferred Service Providers may be appointed to render services at Events.

Neither the OD Union nor the School holds a liquor license. The Responsible Person is therefore obliged to make liquor licence arrangements. School pupils may not be served alcohol or serve Guests alcohol.

The User, the Responsible Person and the Guests must not bring the School, the OD Union or its members into disrepute. The Mitre may not be used for Events to which members of the public (unknown to or not associated with the Responsible Person) are invited, for the purposes of soliciting business, custom or interest in a venture, whether directly or indirectly.

If the Event takes place in the evening, the Responsible Person is required to engage a security guard. The OD Office will provide details of this requirement.

A Breakage Deposit, in addition to the Fee, may be required. If the Venue is vacated in an unacceptably and/or untidy condition a surcharge of R500 may be deducted from the Breakage Deposit.

The booking is subject to a cancellation policy. The OD Office will provide details.

If the Standard Terms and Conditions or the Policies and Procedures are breached, the OD Union may bar the Responsible Person from hiring the Venue for up to 24 (twenty-four) months.

By order of the OD Committee

TBC