



KZNSA
KWAZULU NATAL
SOCIETY OF ARTS

166 Bulwer Road, Glenwood, Durban 4001
 Postnet Suite 150, Private Bag X04, Dalbridge
 4014
 TEL: (031) 277-1705
 www.kznsagallery.co.za

EVENT QUERY TEMPLATE

PLEASE NOTE AND ACCEPT:

The KZNSA is unable to incur any costs in preparation for, or to host, this event.

All events will need to adhere to our sound reduction policy. PA systems should not exceed 800w peak. Unplugged and/or acoustic acts are recommended.

No noise can be made after 10.00pm, and the building must be vacated by 10.30pm.

Based on your event and requirements, a quote will be issued. 50% downpayment confirms the booking. The balance is due the day before the event.

SIGNED:

DATE:

Please complete the following document with as much detail as possible. Where information is not immediately available, please indicate and provide reasons.

CONTACT DETAILS			
Full names (individual/organisation):			
Postal and/or residential address:			
Contact name:			
Contact number:			
Email address:			
VAT Number (if registered)			
Resident of South Africa	YES	NO	
If no please specify country of residence :			
May the KZNSA supply interested individuals or institutions with your contact details?	YES	NO	
EVENT DETAILS			
Type of Event:			
Proposed date of event:			

Opening time of event:		
Closing time:		
Please outline below a short program for the event:		
Do media press materials exist?	YES NO	
If yes, please enclose a press release and press photographic images with this proposal.		
EVENT BUDGET		
KZNSA charges a venue hire fee for all events held at the venue. Additional charges for equipment, catering, publicity and furniture hire may also be incurred. A document with rates for venue hire and in-house equipment will be emailed to you. Any other specialist equipment or furniture may need to be hired.		
EVENT LOGISTICS		
Number of guests / Expected attendance		
Will the event be open to the public:	YES NO	
Which KZNSA Gallery space(s) will the event require? Please tick.		
MAIN GALLERY	MEZZANINE	PARK GALLERY
MEDIA GALLERY	CAFÉ STAIRS	CAFÉ COURTYARD
Please specify if you require KZNSA to supply any technical requirements (PA system, projector, screen etc.):		
Please specify furniture requirements:		
Please indicate a layout of space (seating arrangements, work spaces etc.):		

Is set up time required:	YES	NO
If yes please specify SET UP date and start time		
Please indicate an estimated set up period below:		
1-2 hours	Half a day	More time required
Do you foresee any other requirements for the event:	YES	NO
If yes, please specify:		
Are there any special environmental considerations that we should be aware of?	YES	NO
If yes, please specify:		
Do you require catering?	YES	NO
Please indicate what catering arrangements you have in mind :		
Do you require the KZNSA bar to be open?	YES	NO
Additional notes and special considerations:		