

Video Conference Room Usage

To whom it may concern,

Please find the below details regarding the use of our Video Conference facility.

Hiring Costs:

Each room will be available for use at a cost of R1,600,00 excl vat. The room will be available from 8:30am to 4:30pm. Should you require the room outside these hours please discuss with us.

Hiring Protocols:

- The room is to be booked via email confirmation and sent to support@psiservices.co.za A minimum notice period of 3 working days is required to confirm the room.
- The full amount due must be paid upon booking confirmation.
- **Cancellations** – a 50% refund will be applicable if cancellation is received 2 or more days before the first room hire date. No refund is applicable for cancellations less than 2 days before the first room hire date
- Should the booking be for 3 days or more, then 50% of amount due needs to be paid on confirmation. The balance to be paid the day before commencement.
- PSI Services will provide an on-site engineer at the beginning of each session to ensure that all systems are functioning. The engineer will return at the end of the day to close the system down and ensure no data is left on the system.
- An engineer will be available for remote support throughout the session should there be any technical issues.
- PSI Services will sanitize the table, chair, PC, screens, keyboard and mouse prior to each session.



CUSTOMER INFORMATION FORM

FULL NAME OF CUSTOMER _____

CUSTOMER'S TRADING NAME _____

CUSTOMER'S REGISTRATION NUMBER _____

CUSTOMER'S VAT NUMBER _____

CUSTOMER'S PHYSICAL ADDRESS

CUSTOMER'S TELEPHONE NUMBER _____

CUSTOMER'S EMAIL ADDRESS _____

VENUE HIRE DETAILS:

<u>Date/s Required</u>

Indemnity Form:

I the undersigned:

(Full name and surname)

(ID number: -----)

1. do hereby indemnify PSI Services and the "Property Owner/s", including all its managers, directors and group companies as defined in the Companies Act, No 71 from any liability for any loss, damage, death, illness or injury of whatsoever nature (whether direct, consequential or otherwise) that may arise out of any actions and/or activities related to any hearing, arbitration or remote hearing held by PSI Services & "Property Owner/s" (gross negligence from PSI Services and "Property Owner/s" not included);
2. understand that sensible use of all IT equipment remain my responsibility. I fully understand that damages caused to such equipment, during my meeting, arbitration or such event, will be my responsibility and that PSI Services has full legal right to invoice me, and expect payment, for such damages.
3. acknowledge and agree that I have read and understand the terms of this agreement and agree to be bound by the terms hereof.

Signed at ----- on the ----- day of ----- 20-----

Name

Signature