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Enquiries: MM van Wyk

Cape Teaching and Leadership Institute Minute: 0001/2020

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads of subdirectorates and sections at Head Office and district offices, Heads: Curriculum Support, Heads: Management and Governance, Heads: Special Needs Coordination and Advice, Circuit Managers and Subject Advisers

**Subject: Cape Teaching and Leadership Institute (CTLI) venue and accommodation booking procedure**

1. The growing demand for venues and accommodation by Western Cape Education Department (WCED) stakeholders has made it crucial for the Directorate: Cape Teaching and Leadership Institute to implement strict procedures regarding the submission of booking requests. This will allow the Directorate: Cape Teaching and Leadership Institute to plan and manage the overall booking process more effectively.
2. All venue booking requests must be submitted **at least 30 days** in advance. No late bookings will be accepted. In instances where a venue is urgently required and the 30-day deadline has lapsed, a written motivation must be forwarded to the Director: Cape Teaching and Leadership Institute for consideration and approval.
3. All booking requests are to be completed on the prescribed booking form (**Annexure A**) and forwarded to the booking official, Chiquita Mackriel, via email at [Chiquita.Mackriel@westerncape.gov.za](mailto:Chiquita.Mackriel@westerncape.gov.za). Only requests submitted to the booking official will be considered.
4. Upon receipt of a booking request, an acknowledgement of receipt will be forwarded to the venue requestor via email indicating that the booking will be confirmed at the end of the week.

5. All booking requests will be reviewed by the CTLI booking committee every week on Wednesdays. Venue availability, the number of delegates attending and any other additional booking requirements will be considered. Once a decision has been made, an email will be sent back to the venue requestor, confirming or declining the reservation.
6. All users are obliged to make use of the on-site caterers. Catering arrangements are to be made directly with the caterers once the venue booking has been confirmed. It is very important to adhere to the 30-day deadline for the booking of catering to provide supply chain management units sufficient lead time to generate an order number.
7. The cancellation of bookings should be done well in advance. Venue requestors who repeatedly cancel bookings at short notice will be noted for future reference. This will be taken into consideration when weekly reviews are done by the CTLI booking committee.
8. For record-keeping purposes, the venue requestor is required to furnish the booking official of the Directorate: Cape Teaching and Leadership Institute with a copy of the signed attendance register at the end of each intervention.
9. The same procedure and deadlines will apply for requests for overnight accommodation.
10. The last date for bookings at the CTLI for the year is **31 October**.
11. Your continued cooperation to ensure the successful management of the booking process is highly appreciated.
12. Kindly bring the contents of this minute to the attention of all relevant personnel.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2020-01-03



**CAPE TEACHING AND LEADERSHIP INSTITUTE: RESERVATION FORM – USE OF FACILITIES**

**SECTION 1: FOR ADMINISTRATIVE PROCESS**

FOR ADMINISTRATIVE PURPOSES	DATE RECEIVED	DATE: BOOKING COMMITTEE	OUTCOME	
			APPROVED	DECLINED
FOLLOW-UP				

**SECTION 2: APPLICATION PROCESS – GUIDE**

- Note 1:** This form serves for reservation purposes only.
- Note 2:** Confirmation will be communicated once the contents of the application and availability of the required venue(s) has been determined.
- Note 3:** Please complete this form in full and fax to: 086 535 5659 or 021 900 5162/5027/5013
- Note 4:** Note that reservation forms must reach the CTLI 30 days prior to the requested date(s).
- Note 5:** **THE CTLI IS NOT RESPONSIBLE FOR CATERING ARRANGEMENTS.**  
All **CATERING NEEDS** should be requested and arranged with the official independent catering company directly.
- Note 6:** **THE CTLI IS NOT RESPONSIBLE FOR PRE-COURSE PREPARATIONS.**  
It is the responsibility of the person(s) requesting a venue to secure the printing and placement of their directional boards and information signage pertaining to their intervention (if required).

### SECTION 3: PURPOSE AND DETAILS OF RESERVATION

Number	Information needed	Option	Mark x	Option	Mark x
3.1	<b>Nature of intervention</b> (Mark in block)	Training session		Workshop	
		Conference Seminar		Meeting	
3.2	<b>Duration of intervention</b> (Complete and mark in block)	1–2 hours		3–5 hours	
		<b>Morning or afternoon</b>	Morning	Afternoon	
		<b>Days</b>	Full day	Number of days	
3.3	<b>Dates required</b> (From/To/On) (Date and month)	From/On		To/On	
3.4	<b>Pre-dates requiring access for preparation</b>	Date		Starting time	
3.5	<b>Target audience</b> Description of group (e.g. Foundation Phase teachers/or Circuit principals)				
3.6	<b>Number of people attending</b> Indicate disability (if any)				
3.7	Number of <b>additional visitors</b> e.g. Advisers/Director				

## SECTION 4: REQUEST INFORMATION

4.1	Department requesting reservation	
4.2	Branch/Chief Directorate	
4.3	Directorate	
4.4	Responsible director	
4.5	Person/Official submitting request	
4.6	Person responsible for the group on CTLI campus	
4.7	Email	
4.8	Cell phone number	
4.9	Landline number – office hours	

## SECTION 5: VENUE REQUIREMENTS

Groups	Venue	Description	Capacity	Mark appropriate block to indicate need	Number of people to use facility
1. Auditoriums	Auditorium 1	Theatre style – levels	69		
	Auditorium 2	Theatre style – levels	92		
	Auditorium 3	Theatre style – levels	200		
	Little theatre 1 – Auditorium	Theatre style – levels	200		
	Little theatre 2 – Auditorium	Theatre style – levels	50		
2. Lecture rooms	Lecture room – Size 1	Flat surface	30		
	Lecture room – Size 2	Flat surface	60		
3. Computer	Computer lab – 1	40 computers	40		
	Computer lab – 2	40 computers	40		
	Slim lab – 1	24 computers	25		

	Slim lab – 2	20 computers	18		
4. Laboratories	Science lab	Working surfaces	30		
5. Boardrooms	Boardroom 1	Boardroom and chairs	20		
	Boardroom 2	Boardroom and chairs	12		
	Boardroom 3	Boardroom and chairs	14		
6. Conference	Conference centre	Layout required	100		
		U-shape			
		Groups of tables			
		Only chairs and no tables			
	Seminar room 1	Adjacent to conference centre	40		
	Seminar room 2	Adjacent to conference centre	40		
	Patio	With two built-in braais	30		
7. Meeting rooms	Four smaller meeting rooms	Table and chairs	8		
<b>SECTION 6: EQUIPMENT NEEDED</b>					

Ref.	Items	Mark
6.1	Computer/Laptop	
6.2	Data projector	
6.3.1	Sound – Microphone – Handheld/Stand	
6.3.2	Sound – Lapel microphone	
6.3.3	Sound – Roaming microphone	
6.3.4	Sound – for video-playing form laptop	
6.4	Flip chart – stand – no paper	
6.5	White board and cleaner	
	<b>Important: Users of CTLI facilities are responsible to supply own stationery, e.g. pen/paper/flip chart paper/folios, etc.</b>	

## SECTION 7: CATERING AT THE CTLI

### THE CTLI IS NOT RESPONSIBLE FOR CATERING ARRANGEMENTS

- All catering requirements to be arranged directly with the official independent catering company.
- Please note that the normal procurement process applies. Therefore, order numbers should be requested at the Directorate: Procurement Management 30 days prior to the need for the catering service. No other form or variation of catering can be allowed on the premises of the CTLI (see Cape Teaching and Leadership Institute Minute: 0004/2019 for comprehensive prescripts).
- CSG Food Solutions (CSG) has been contracted as the sole service provider for all catering requirements on the CTLI campus.  
All users requiring catering must arrange with CSG directly as soon as their reservation has been confirmed.
- Payment will be the responsibility of each user and must be processed through Procurement Services.
- The contact details of CSG are as follows:  
Mr Alton Abrahams  
Office 1 (internal): 021 900 5124  
Office 2 (external): 022 6340120  
Mobile: 073 711 2288  
Email: [CTLlcatering@CSGfoods.co.za](mailto:CTLlcatering@CSGfoods.co.za)

## SECTION 8: HOSTEL ACCOMMODATION

### Please note:

- Check-in time is between **16:00–18:00 daily – including Sundays.**
- Check-out time is between **07:30–08:00** on the final day of the course.
- A luggage storage system is available after check-out.
- Should a hostel room key be lost, a replacement fee of R65 will be levied.
- Particulars of vehicles entering the premises will be required by security services.

<b>Check-in</b> date		
<b>Check-out</b> date		
<b>Total number</b> of people requesting accommodation (Please indicate disability, if any)		
	Number of males	
	Number of females	
<b>Person responsible</b> for receiving the keys and arrangements prior to the check-in date		
<b>Contact details</b> (Cell phone number)		
<b>Date and time</b> for the above person to collect the keys from the CTLI prior to the check-in date		

**SECTION 9: DECLARATION BY RESPONSIBLE PERSON**

I..... (full names) hereby accept full responsibility and accountability for the group. I am fully aware that the Cape Teaching and Leadership Institute (CTLI) will not be held liable for any accident or loss of property.

Name: ..... Position: .....

Signature: ..... Date: .....