

## DEN BOSCH LECTURE VENUE: INFORMATION

### CENTRE FOR STUDENT COUNSELLING AND DEVELOPMENT

2015

Thank you for your enquiry about the Den Bosch lecture venue of the Centre for Student Counselling and Development (CSCD). Den Bosch is situated behind the CSCD building at 37 Victoria Street, Stellenbosch; directions are attached. Please note the following important information:

#### 1. Viewing Den Bosch

If you are interested in booking Den Bosch, you are welcome to view it before the time. This can be done on Fridays between 12:45 and 13:45. Marlene Denyssen manages viewings and can be contacted at [mdenyssen@sun.ac.za](mailto:mdenyssen@sun.ac.za) or 021 808 4707.

#### 2. Booking Den Bosch

Marlene Denyssen also manages the bookings (contact details as above) and, if she is not available, Amanda Welgemoed will help. Amanda can be contacted at [aw1@sun.ac.za](mailto:aw1@sun.ac.za) or 021 808 4707. Arrangements for the keys will be made.

Please note that the CSCD reserves the right to cancel or change a booking if circumstances require this but that it will then suggest alternative dates. The CSCD also reserves the right to monitor any use of the venue.

#### 3. Costs involved in hiring Den Bosch

The costs involved in hiring Den Bosch are as follows:

Student Affairs staff	Free	
Stellenbosch University staff	R500.00	Half day
	R1 000.00	Full day
External role-players	R750.00	Half day
	R1 500.00	Full day

Internal staff can defray the costs through an interdepartmental requisition; the cost point is R766. External role-players can request an invoice from Marlene Denyssen (contact details as above).

#### 4. Equipment available in Den Bosch

Den Bosch is an interactive learning space. The equipment available in Den Bosch is as follows:

- Data projector with screen
- Computer
- Mobile white board
- Television
- Sound system

Den Bosch comes with air-conditioning and 50 mobile chairs. Every chair has a small desktop attached to it. Cups, saucers and jugs are also available for use.

#### **5. Damage to Den Bosch**

Please note that you are liable for any damage caused by users of Den Bosch and for the removal of any goods during the rental period.

*Compiled by Dr Munita Dunn-Coetzee, 2015*