



1

VENUE HIRE FORM

75 Twilight Drive, Prestondale

Good day and thank you for your interest in hiring a venue at Umhlanga Ski Boat Club. Below you will find all the relevant information that you require to make your booking.

Venue Hire Options and Pricing

MAIN UNDERCOVER VENUE HIRE - (80 people seated or 100 people standing)

Non Members: R3,500 booking fee with R2,000 deposit

Members: R2,000 booking fee with R1,000 deposit

THE SHED (Poolside Venue - up to 25 people seated up to 6 hour function)

Non Members: R1,500 booking fee with R1,000 deposit

Members: R1,000 booking fee with R750 deposit

KIDS PARTY VENUE (THE SHED only between 10h30 and 13h00)

Available for members only between 10h30 and 13h00

Jumping Castle available for hire

Contact Mary for more information

R200 will be taken from your deposit for cleaning costs after the function, and the balance of the deposit will be returned within 48 hours of your function, should there be no breakages. The deposit is a separate and refundable amount, (over and above) and is not included in your hiring fee.

Once you have completed this booking form and emailed it to infoursbc@gmail.com, you will receive an invoice for the deposit and hiring fee - ONLY ONCE YOU HAVE PAID YOUR DEPOSIT WITH THE CORRECT REFERENCE, WILL YOUR BOOKING BE SECURED. Please send through your proof of payment to infoursbc@gmail.com

We do not allow any external caterers however the club has 2 catering options available – both of which come highly recommended and will customise a menu to suit your function.

Debbie and Lloyd McNeill 082 922 1916

mcneill@iafrica.com

Julio's on the Ridge

068 390 4911

lenyduarte28@hotmail.com

While we do have a basic sound system at the club, you may want to consider hiring a DJ or Juke Box for your function. Please take note of the rules relating to noise and loud music at the end of this form. You are also welcome to install your own décor for your function however, this would need to be cleared by no later than 10am the following morning. Early set up times can be arranged by detailing your requirements on this form.

PLEASE NOTE THAT THE CLUB WILL NOT BE HELD RESPONSIBLE FOR ANY LOSS OR THEFT OF ANY CARS DURING ANY FUNCTION.

Thank you for your interest in hiring the club for your function. I look forward to hearing from you.
Kind regards

Mary Kane – 082 889 6279

FUNCTION BOOKING FORM

MEMBER
NON-MEMBER

MEMBERSHIP NUMBER: _____

Name of person making booking (Full Name)

Contact No:

What type of function

Date of function.....

Please state time of your function..... approximate time to end

How many guests will be attending the function? (Max 100 guests)

***Please Note:** For functions larger than 50 people, a copy of the names of the guests attending the function should be emailed prior to functions to avoid everyone having to fill in our 'visitor's book'.

Choice of Caterer and type of catering:

Will you have a DJ / Live Music?

Contact details of person responsible for the evening function for emergency purposes as well as responsible for order/disciplining at the time of the hiring of the venue.

Name and Surname:

Relationship to people/person having the function

Cell no.

Email address:

Any special requirements – should the club be able to assist with these e.g. to stock certain 'wine' or alcohol (if possible)

a.

b.

c.

Important Notice - No other alcohol or mixers are permitted onto the premises as we have a fully serviced bar. Should you break this rule you will automatically forfeit your full deposit.

FUNCTION RULES

1. NO private functions may be held on the swimming pool 'side', unless prior arrangements have been made. The boma is for members only and cannot be reserved for exclusive use or functions.

2. Setting up the function area may only be done from 2 pm on the day of the event or at a mutually agreed time.
3. Children's parties may only run from 10.30am-13.00pm only
4. Additional barman may need to be employed if your function is larger than 100 people at a cost of R80 an hour for the client's expense.
5. The club may not be held responsible for any theft or damage to cars while they are parked on the property.
6. It would be much appreciated if you would tip our bars staff @ 10% on bar bills.
7. The cost of any damages to the property will be deducted from your deposit.
8. If any alcohol other than champagne is brought onto the property you will forfeit your deposit and may even put your function at risk of shutting down (please inform your guests).
9. Should bookings not be cancelled at least one week prior to the function your deposit shall be forfeited
10. For functions held during the **week**, ALL DJ's AND BANDS MUSIC TO BE LOWERED AT 21h00 and SHUTDOWN BY 22h00 - all other music to be played in the bar area at a reasonable volume.
11. For functions held on the **weekend**, ALL DJ's AND BANDS MUSIC TO BE LOWERED AT 22h00 and SHUTDOWN BY 22h45 - all other music to be played in the bar area at a reasonable volume. (sorry we have to respect our surrounding residents)
12. No alcohol will be sold to a minor (under 18 years of age)
13. An adult as well as some form of security has to be present at 21st (not optional)
14. Fighting at any function on the club premises will not be tolerated. The function will be terminated, and all patrons will have to leave the property immediately
15. The client is responsible for all minors attending the function.
16. ID's may be requested at the bar before being served.
17. A list of all guests must be supplied prior each function and Covid 19 protocols must be observed by all guests.
18. Swearing or assaulting barmen/staff or members of the club will not be tolerated and again will result in the function being immediately terminated.
19. Patrons are not permitted behind the bar at any time
20. Breaking or damaging club property will not be tolerated
21. The use of any narcotics on club premises is forbidden
22. Theft of club property is forbidden
23. No inappropriate behavior will be tolerated whatsoever!
24. NO FIREARMS/WEAPONS to be brought onto the property
25. No children allowed in the bar at any function including kids' parties
26. All children must remain clothed at all time while on club premises which includes swimming
27. The member or non-member who booked the venue is responsible for the behavior of all their guests
28. All bar accounts must be settled on the night. Should you wish to eft you would need to do this prior to the event so that your account is in credit. Proof of payment can be sent to infoursbc@gmail.com

NOTE:

The above guidelines may be overruled by changes in the Covid 19 Protocols as laid out by the South African Government. Curfews and social distancing regulations must be adhered to and the details of those protocols will be agreed within 2 weeks of your event / function.

The abovementioned rules are of the utmost importance and must be signed with the understanding that the host's party may be terminated and all patrons asked to leave the property immediately should any of the above rules be broken or offences occur.

SIGNED:

DATE: