



## 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 – up to 100 guests standing or 85 guests seated at tables**

**CLUB MEMBERS: R3000.00 excluding VAT with R1000 deposit**

**NON-MEMBERS: R5000.00 excluding VAT with R2000 deposit**

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](mailto: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](mailto:infoursbc@gmail.com)**

You may contact Julio's on the Ridge directly for your catering requirements. We do not allow any external caterers for functions and events at the club.

Using Julio's is a condition of the club and if you choose not to, then unfortunately we will not be able to proceed with your booking.

Julio's on the Ridge

068 390 4911

[lenyduarte28@hotmail.com](mailto:lenyduarte28@hotmail.com)

While we do have a basic sound system at the club, you may want to consider hiring a DJ or bringing a speaker 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.

All functions with over 80 people will be subject to additional security – the cost of this will be for the host's account.

**PLEASE NOTE THAT THE CLUB WILL NOT BE HELD RESPONSIBLE FOR ANY LOSS OR THEFT OF ANY CARS OR PERSONAL BELONGINGS 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  MEMBERSHIP NUMBER: \_\_\_\_\_  
NON-MEMBER

Full Name of person making booking .....

Contact No: .....Email Address: .....

Who should the invoice be made out to: .....

What type of function .....

Date of function.....

Starting 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'.

Caterer: .....

Will you have a DJ / Live Music? .....

Will you be using a décor provider? ..... Time of installation of décor? .....

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 person hosting the function .....

Cell no. ....

Please provide banking details for your deposit to be refunded into after the function:

Name of account holder:

Bank Name:

Account Number:

Branch Code:

Any special requirements

.....  
 .....  
**Important Notice - No other alcohol or beverages 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. Please ensure that your guests remain in the function venue area for the duration of your event – the other areas of the club are reserved for members and restaurant patrons only.
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. 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.
4. The club may not be held responsible for any theft or damage to cars while they are parked on the property.
5. It would be much appreciated if you would tip our bars staff @ 10% on bar bills.
6. The cost of any damages to the property will be deducted from your deposit.
7. 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).
8. Should bookings not be cancelled at least one week prior to the function your deposit shall be forfeited
9. **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.
10. **For functions held on the weekend, ALL DJ's AND BANDS MUSIC TO BE LOWERED AT 22h00 and SHUTDOWN BY 23h00** - all other music to be played in the bar area at a reasonable volume. (sorry we have to respect our surrounding residents)
11. No alcohol will be sold to a minor (under 18 years of age). ID's may be requested at the bar before being served.
12. An adult as well as some form of security has to be present at 21<sup>st</sup> (not optional)
13. 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
14. The client is responsible for all minors attending the function.
15. Swearing or assaulting barmen/staff or members of the club will not be tolerated and again will result in the function being immediately terminated.
16. Patrons are not permitted behind the bar at any time
17. Breaking or damaging club property will not be tolerated
18. The use of any narcotics on club premises is forbidden
19. Theft of club property is forbidden
20. No inappropriate behavior will be tolerated whatsoever!
21. **NO FIREARMS/WEAPONS** to be brought onto the property
22. No children are allowed to stand at the bar counter inside the bar
23. All children must remain clothed at all times while on club premises which includes swimming
24. The member or non-member who booked the venue is responsible for the behavior of all their guests
25. All bar accounts must be settled in full on the night of your function. Should you wish to left 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

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:** .....