



## 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: R3250.00 including VAT with R1000 deposit**

**NON-MEMBERS: R6500.00 including VAT with R2000 deposit**

### Venue Hire Options and Pricing

**THE HUNTING SHED (Poolside Venue – up to 24 people seated up to 6-hour function)**

**CLUB MEMBERS: R1000.00 including VAT with R 750 deposit**

**NON MEMBERS: R2200.00 including VAT with R1000 deposit**

R400 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 [clubmanager.ursbc@gmail.com](mailto:clubmanager.ursbc@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 [clubmanager.ursbc@gmail.com](mailto:clubmanager.ursbc@gmail.com).**

Please note: The braai facilities are for members only.

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

076 787 3402

[demi.cescutti@gmail.com](mailto:demi.cescutti@gmail.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.

If you require DJ, we can recommend

Beats by Marty

082 884 5245

You are also welcome to install your own décor for your function; however, this would need to be cleared by no later than 9am the following morning. Early set up times can be arranged by detailing your requirements on the form.

If you require a décor coordinator, we can recommend

The Creativity Lab

076 544 8876

[Claire@thecreativitylab.co.za](mailto:Claire@thecreativitylab.co.za)

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



**FUNCTION BOOKING FORM**

MEMBER

MEMBERSHIP NUMBER: \_\_\_\_\_

NON-MEMBER

MAIN UNDERCOVER VENUE  Up to 100 guests standing or 84 seated at tables

THE HUNTING SHED Up to 20  guests seated

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?

Julio's Catering?

DJ / Live Music?  
(Main Function Room Only)

Will you be using a décor provider?

Time for installation of décor? .....

Will you be running a bar tab?

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 & Surname: ..... Cell Number: .....

Please attach a bank confirmation letter for your deposit to be refunded after the function:



## 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. The Boma is for Skippers only and cannot be reserved for exclusive use or functions.
2. Additional barman may need to be employed if your function is larger than 100 people at a cost of R90 an hour for the client's expense.
3. It would be much appreciated if you would tip our bars staff @ 10% on bar bills.
4. The club may not be held responsible for any theft or damage to cars while they are parked on the property.
5. The cost of any damages to the property will be deducted from your deposit.
6. If any alcohol 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).
7. Should bookings not be cancelled at least one week prior to the function your deposit shall be forfeited
8. 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.
9. 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)
10. No alcohol will be sold to a minor (under 18 years of age). ID's may be requested at the bar before being served.
11. An adult as well as some form of security has to be present at a 21<sup>st</sup> (not optional)
12. 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
13. The client is responsible for all minors attending the function.
14. Swearing or assaulting barmen/staff or members of the club will not be tolerated and again will result in the function being immediately terminated.
15. Patrons are not permitted behind the bar at any time
16. The use of any narcotics on club premises is forbidden
17. Theft of club property is forbidden
18. No inappropriate behavior will be tolerated whatsoever!
19. **NO FIREARMS/WEAPONS** to be brought onto the property
20. No children are allowed to stand at the bar counter inside the bar
21. The member or non-member who booked the venue is responsible for the behavior of all their guests
22. All bar accounts must be settled in full before or on the night of your function. 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 [manager@usbc.co.za](mailto:manager@usbc.co.za)

The abovementioned rules are of the utmost importance and must be signed with the understanding that the host 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: .....