



## VENUE HIRE FORM

75 Twilight Drive, Prestondale

MEMBER

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

NON-MEMBER

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 150 guests)

**\*Please Note:** 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'.

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 is permitted onto the premises as we have a fully serviced bar. Should you break this rule you will automatically forfeit your full deposit.

## **VENUE HIRE FEES:**

<b>CLUB MEMBERS:</b>	<b>R1500.00</b>
<b>NON-MEMBERS:</b>	<b>R4500.00</b>
<b>KIDS PARTY MEMBERS:</b>	<b>R1500.00 (09:00am – 13:00pm only)</b>
<b>KIDS PARTY NON-MEMBERS:</b>	<b>R2000.00 (09:00am – 13:00pm only)</b>
<b>JUMPING CASTLE:</b>	<b>R 500.00</b>

## **DEPOSIT (separate to the Venue Hire Fee)**

<b>CLUB MEMBERS:</b>	<b>R1500.00</b>
<b>NON-MEMBERS:</b>	<b>R2000.00</b>
<b>KIDS PARTY:</b>	<b>R1000.00</b>

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.

## **ONLY ONCE YOU HAVE PAID YOUR DEPOSIT, WILL YOUR BOOKING BE SECURED. PLEASE PAY THE DEPOSIT AND VENUE HIRE FEE AND SEND THROUGH THE PROOF OF PAYMENT**

We do not allow 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 McNeill:	082 922 1916	<a href="mailto:mcneill@iafrica.com">mcneill@iafrica.com</a>
Black and Bob's Club Kitchen	0837922006	<a href="mailto:norashep@gmail.com">norashep@gmail.com</a>

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

### **Banking Details: Standard Bank Umhlanga Gateway, Umhlanga Ski-Boat Club**

**Account No: 0 5 2 3 6 2 5 1 5 Branch code: 057-829**

**Please put your name and venue hire on all deposits and email the proof of payment to [infoursbc@gmail.com](mailto:infoursbc@gmail.com)**

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 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
3. Children's parties may run from 9.00am-13.00pm only
4. Additional barman 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. A fee of R80 per hour per barman is to be paid to each barman should the function run over midnight.

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. **ALL DJ's AND BANDS MUSIC TO BE LOWERED AT 10.00 SHUTDOWN AT MIDNIGHT** all other music to be played in the bar area at a reasonable volume.
11. No alcohol will be sold to a minor (under 18 years of age)
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. ID's can be requested at the bar before being served.
16. A list of all guests must be supplied prior each function to complete deal.
17. Swearing or assaulting barmen/staff or members of the club will not be tolerated and again will result in the function being immediately terminated.
18. Patrons are not permitted behind the bar at any time
19. Breaking or damaging club property due to fighting etc. will not be tolerated
20. The use of any narcotics on club premises is forbidden
21. Theft of club property is forbidden
22. No inappropriate behavior will be tolerated whatsoever!
23. **NO FIREARMS/WEAPONS** to be brought onto the property
24. **LOUD MUSIC** – noise to level must be kept to at an expectable level & must be switched off by midnight (sorry we have to respect our residence)
25. No children allowed in the bar/pool room 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 your account is in credit. Proof of payment can be sent to [infoursbc@gmail.com](mailto:infoursbc@gmail.com)

**NOTE:**

The following 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:** .....