



HALL HIRING AGREEMENT 2017

Welcome to Zeekoevlei Yacht Club. We trust that you will enjoy the use of our facilities and that your function will be memorable. Please bear in mind that this is the Members Club and that they still have access to the club grounds for sailing, swimming, rowing, etc. but will be courteous on the arrival of the guests and whilst your function is in progress.

THE VENUE IS USED ENTIRELY AT YOUR OWN RISK
THE HIRER ACCEPTS THE FOLLOWING CONDITIONS:

Please pay particular attention to Items **3, 6, 7, 8 & 11** which must be strictly adhered to.

1. MAXIMUM NUMBER OF PERSONS ALLOWED **all inclusive (150) one hundred and fifty.**
2. ACTUAL BUILDING:
 - upper deck out of bounds, alarmed at all times
 - toilets are situated downstairs
 - sliding doors may be opened - **keys must be requested**
 - hiring equipment to be brought in through **East door** and not the foyer
 - Other conditions Swimming Pool and Boats are out of bounds

No smoking indoors – NO GLASS/BOTTLES NEAR THE WATER
Please do not remove the photographs from the walls. The TV may not be used.
All crockery and cutlery must be washed and dried
Counter tops and cupboards, stove and kitchen equipment must be clean
Kitchen floor must be washed and all marks removed as best as possible
Tables and chairs must be put back as per original floor plan (chairs stacked around pillars)
Hall floor must be swept and washed. Carpets must be cleaned
All decor to be removed
No marks must be left on the walls
No club property may be taken outside
Any refuse outside, i.e. papers, cans, cigarette butts, etc. must be picked up
We do not hire our venue out for 21st Birthday Parties.
3. ACCESS TIMES: From 08h00 on the day of the function until 08h00 the following day. Music to be switched off at midnight. Guests must vacate the premises by 01h00 on the night. The hall, kitchen and ablution facilities must be left clean and tidy and catering and cleaning staff must vacate the premises by 08h00.
4. KITCHEN: Full use of stoves, cold room, chest freezer, urn, **excluding** the microwave is permitted. **Please do not turn the gas off at any time and please do not adjust the levers.** Please **do not move/turn** the Bain Marie and ensure that there is **sufficient water** in it at all times.
5. BAR: It is possible to supply your own drinks although **not for sale**, as this is in conflict with our liquor licence. For supplying your own drink we charge a rate of R120.00 per table for the corkage. Only Beer, Cider & Wine.
6. CARS: **No cars** are allowed to remain parked on the premises. Parking is in Governors Walk. You may however:
 - deliver goods after which the vehicle must be parked outside the gate
 - the elderly or infirm may be dropped off after which the vehicle must be parked outside the gate
 - in the case of a wedding the bridal car may be brought in for a short period & then parked in Governors Walk.
7. **PARKING:** There is parking in Governors Walk and on Peninsula Road.
NB!! NO PARKING INSIDE THE CLUB HOUSE GROUNDS ON THE CEMENT, GRASS OR NEAR THE BOAT YARD.
NO PARKING in front of any gates or in areas reserved for **Commodore / Secretary / Caterer** as marked on the vibracrete walls in Governors Walk. This is to ensure our members have access to their boats.
Please park **at angles** in Governors Walk – this accommodates more vehicles.
PLEASE INFORM YOUR GUESTS OF THIS. **R500 deduction should this not be adhered to.** Sign _____

8. MUSIC: Music must stop at midnight. There is an automatic penalty of R800.00 for breach of this condition, and Zeekoevlei Yacht Club reserves the right to increase this to R1600.00 at its sole discretion in the event of complaints being received from residents due to breach of this condition!
9. KEYS: R600.00 is payable as a deposit (which is included in the R2500.00 deposit) on the keys which is refundable. The locking up procedure must be strictly adhered to, set the burglar alarm and ensure all the doors are locked. The keys must be returned to the office at 09h00 the following day.
10. FIRE EXTINGUISHERS: Fire extinguishers are to be used only in an emergency.

11. CLEANING: All traces of your function must have been cleared by 08h30 the following day. Sign _____

Please also inform your caterers of this as it is you who will have money deducted from your deposit if they do not clean up as required.

**** N.B. PLEASE PROVIDE YOUR OWN BLACK BAGS, dishwashing liquid, tea-towels and all other cleaning equipment.**

*****Full refuse bags must be placed in the wheelie bins outside the kitchen door**

******Cigarette Stompies must be thrown away or put into the ashtrays provided.**

N.B. WEDDINGS: ONLY flowers/flower petals to be used. NO balloons or man-made non-biodegradable decorations. NO fire crackers tolerated.

Failure to comply with any of these cleaning arrangements will result in a deduction of up to R600.00 from your refundable deposit. PLEASE ENSURE YOUR CATERER IS AWARE OF THIS

12. EQUIPMENT:

There is seating for **150 people only**.

We have place settings for a basic meal for 150 people, i.e. dinner plates, side plates, dessert bowls, cups, saucers, knives, forks and spoons if you wish to hire them. Breakages and losses will be deducted from your deposit.

We do not supply table cloths or glasses, or other catering utensils. These and any other items **MUST BE HIRED PRIVATELY**.

13. SETTING UP:

If there are no other functions on the day prior to your function it may be possible to set up on this day. This must be negotiated with the Secretary and cannot be done before 15h30.

14. a) GROUNDS: Outside: If you are hiring the Club and you wish to use the East Lawn for your Ceremony there will be additional charge of R450.00. This is for a small gazebo only, not a marquee.

b) OUTSIDE: Should you wish to include the East Lawn with a marquee in the hire, there will be an additional charge of R1850.00. Please note that the West Lawn is for members ONLY (the braai/pool area).

c) DINING & DANCING: Please note that ALL dining and dancing to take place INSIDE the clubhouse.

15. HIGH & LOW SEASON:

High Season is from 1 Sept – 30 Apr

Low Season is from 1 May – 31 Aug

PLEASE NOTE THAT THESE TARIFFS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE AND ARE APPLICABLE IRRESPECTIVE OF WHEN THE BOOKING IS/WAS MADE.

BASIC COST HALL HIRE:

HIGH SEASON: R8 700.00 → 1 Sept – 30 Apr (Tariff subject to change without notice)

LOW SEASON: R6 100.00 → 1 May – 31 Aug (Tariff Subject to change without notice)

DEPOSIT

1. The required deposit is a total of R2500.00 which **includes** the following specific amounts:
 - 1.1 Against damages or losses R2000.00
 - 1.2 Cleaning Deposit R 600.00 (+R200 should we have to pick up stompies)
 - 1.3 Key Deposit R 600.00.
 If keys are not returned as per agreement an additional fee of R100 per day will be charged until they are returned.
2. **The deposit is payable within 2 weeks of the reservation being made**, failing this, the reservation will not be held for the hirer. For our reference please use: **HH *Date of Function * Your Name**
3. **Should the function be cancelled 3 months or more before the booked date** an amount of R2000.00 of the deposit **may** be refunded. If you cancel within, or less than, 3 months of your function **no deposit** will be refunded.
4. After your function, your deposit **may** be refunded within 2 weeks if all conditions were met. Deposits will only be made into a bank account and not paid in cash.
5. **Should the 150 people on site be exceeded the whole deposit will be forfeited.**

HIRE CHARGES

1. **NB! The Hirer will be responsible to pay any additional Hire Fee should this fee change between the booking date and the date of the function.**
2. **FULL PAYMENTS DUE FROM HIRER ONE MONTH PRIOR TO FUNCION:**
HIGH SEASON: R8 700.00 → 1 Sept – 30 Apr (Subject to change without notice) **Hall Hire Charge**
LOW SEASON: R6 100.00 → 1 May – 31 Aug (Subject to change without notice) **Hall Hire Charge**
Additional Charges (if applicable)
 - 2.1 **Deposit** (additional to hire charge) **R2 500.00** Refundable if no damage/defaults
 - 2.2 **Corkage Charge** **R120 per table**

yes / no

 please indicate by circling
 - 2.3 **Cutlery & Crockery Hire** **R450.00**

yes / no

 please indicate by circling
 - 2.4 **East Lawn Ceremony/ marquee** R450.00/R1850

yes / no

 please indicate by circling

3. The damage/default deposit of **R2500.00** is due with the booking form to secure the booking and the hire and other charges are payable 4 weeks prior to the function.

Booking Date: _____ Function Date: _____ Name: _____

Type of function: _____ Time of function: _____ No. of people _____

Deposit payment date: _____ Deposit amount payable: R2 500.00

Hire payment date: _____ Hire amount payable: R _____

Payment may be made in cash, by cheque, or directly into the Zeekoe Vlei Yacht Club Bank Account at the Standard Bank, Constantia, Branch Code: 051001, A/C No.: 071837892 and a copy of the deposit faxed to 086 2080 473

Please ensure that your caterer understands and accepts the conditions and that the premises are clean (floors, dishes, stove & tiles washed, garbage taken out, table & chairs put back as they were).

I, the **Hirer**, hereby confirm that I have read, understood and agreed to the aforementioned conditions of hire.

SIGNATURE:.....

Address:.....Code.....*Mobile Number:

Home.....Work..... E-Mail:

I, the **Caterer**, hereby confirm that I have read, understood and agree to the aforementioned conditions of hire.

SIGNATURE:

*DETAILS OF **HIRER'S** BANK ACCOUNT FOR RE-PAYMENT OF DEPOSIT: **Account NAME:**

Bank:Branch.....Branch Code:Account Number:.....