



VENUE HIRE AGREEMENT

This Agreement is between the Hirer and Zeekoe Vlei Yacht Club. We trust that you will enjoy the use of the club's facilities and that your function will be memorable. Please bear in mind that this is the Members Club and that the members 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.

Event Name:	Date of Event:
Type of Event:	Time of Event:
Date Booked:	No. of Guests:
Name of Hirer:	
Work Ph:	Deposit Amount Due: R4 500-00
Home Ph:	Deposit Due Date:
Cell:	Full Prepayment Amount Due:
Email:	Prepayment Due Date:
Name of Event Coordinator:	
Cell no:	Email:

ADDITIONAL SERVICES REQUIRED – Please indicate with an “X” or the quantity required

East Lawn - Ceremony	Marquee (supplied by client)
Crockery/Cutlery Hire	Corkage Charge

THE VENUE IS USED ENTIRELY AT THE HIRER’S OWN RISK | THE HIRER ACCEPTS THE FOLLOWING CONDITIONS:

Please pay particular attention to Items 3, 6, 7, 8 & 12 which must be strictly adhered to.

1. **MAXIMUM NUMBER OF PERSONS ALLOWED:** all inclusive (150) One Hundred and Fifty ONLY.
Should the maximum of 150 people on site be exceeded, the whole deposit will be forfeited.

2. **ACTUAL BUILDING:**

- Upper Deck out of bounds, this area is alarmed at all times
 - Toilets are situated downstairs, inside the venue
 - Sliding doors may be opened - **keys must be requested**
 - Hiring equipment to be brought in through **East door** and not the foyer / West door
 - Other conditions Swimming Pool, Boats & Boat Parking areas are out of bounds
- NO GLASS/BOTTLES NEAR THE WATER / ON THE SLIPWAY**
Do not remove the photographs from the walls. The TV may not be used.
All hired club 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 pins, staples may be used to hang décor. No marks may 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 the club's venue out for 21st Birthday Parties.

Please bear in mind the Water Restrictions and use the water sparingly

3. **ACCESS TIMES:**

From 08h00 on the day of the function, until **08h00 the following day.**

Setting up - By arrangement ONLY with the Club Manager, it may be possible to set up on the day prior to the function, however if the venue is available, and prior arrangement has been organised, the venue is **ONLY FROM available at 15h30.**

Guests must vacate the premises by 01h00 on the night of the function

The hall, kitchen and ablution facilities must be left clean and tidy. All catering, cleaning and décor plus staff must vacate the premises by 08h00 the following day. **Sign**_____

4. **KITCHEN:**

Full use of stove, cold room, chest freezer, urn, bain-marie **excluding** the microwave is permitted.

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.

NO FAT/GREASE TO GO DOWN THE KITCHEN SINK.

Sign_____

5. **BAR:**

It is possible to supply your own drinks although **not for sale**, as this is in conflict with the club's liquor licence. For supplying your own drinks - **Only Beer, Cider & Wine** - we charge corkage per table (see the rates sheet).

6. **VEHICLES:**

No cars are allowed to remain parked on the premises. Parking is in Governors Walk (the club's driveway). You may however:

- deliver goods after which the vehicle must be parked outside the inner 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 (behind the club house).

NB!! NO PARKING INSIDE THE CLUB HOUSE GROUNDS ON THE CEMENT SLIPWAY, GRASS OR NEAR THE BOAT YARD.

NO PARKING in front of any gates or in areas reserved for **Flag Officers** as marked on the Vibracrete walls in Governors Walk. This is to ensure the club's members have access to their boats.

Please park **at diagonals** in Governors Walk – this accommodates more vehicles.

PLEASE INFORM YOUR GUESTS OF THIS.

Sign_____

8. **MUSIC:**

Music must stop at **midnight (24h00)**. There is an automatic penalty for breach of this condition, and Zeekoe Vlei Yacht Club reserves the right to increase this its sole discretion, in the event of complaints being received from residents due to breach of this condition!

9. **DINING & DANCING:**

ALL dining and dancing to take place **INSIDE** the clubhouse.

10. **KEYS & LOCKING UP:**

A deposit is applicable (included in the refundable deposit) on the keys. The locking up procedure must be strictly adhered to. The burglar alarm must be set and ensure all the doors are locked. The keys must be returned to the office by 09h00 the following day. If not returned as per agreement an additional daily fee will be charged until they are returned.

11. **FIRE EXTINGUISHERS:**

Fire extinguishers are to be used **ONLY** in an emergency.

12. **SMOKING:**

The whole clubhouse is zoned a NO SMOKING area. Smoking is only permitted outside. Sandboxes are provided.

13. **CLEANING:**

All traces of the function must have been cleared by 08h00 the following day.

- N.B. PLEASE PROVIDE YOUR OWN BLACK BAGS, dishwashing liquid, tea-towels, vacuum cleaner and all other cleaning equipment.
- Full refuse bags must be placed in the wheelie bins outside the kitchen door
- ALL cigarette butts/stompies must be picked up.

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

Failure to comply with any of these cleaning arrangements will result in a deduction from the refundable deposit.

Sign _____

14. **EQUIPMENT:**

15x 10-seater round tables + 2x trestle tables

There is seating (plastic chairs) for **150 people ONLY**.

Place settings for a basic meal for 150 people, i.e. dinner plates, side plates, dessert bowls, cups, saucers, knives, forks and spoons are available for hire. Breakages and losses will be deducted from the deposit.

Table cloths, glasses, catering utensils and any other items **MUST BE HIRED PRIVATELY**.

15. **SECURITY:**

The Club does not provide security for the cars parked for use by the Hirer and cannot be held responsible for any damage to vehicles or theft of vehicles.

16. **GROUNDS**

16.2 **EAST LAWN – no marquee:** If you are hiring the Club and you wish to use the East Lawn for the Ceremony there will be additional charge. This is for a small gazebo only, not a marquee.

16.3 **EAST LAWN – marquee:** Should you wish to include the East Lawn with a hired marquee, there will be an additional charge.

Please note that the West Lawn is for members ONLY (the braai/pool area).

17. **HIGH & LOW SEASON:**

High Season is from 1 Sept - 30 Apr

Low Season is from 1 May - 31 Aug

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

BOOKING, DEPOSIT & CANCELLATION POLICY

1. **THE DEPOSIT IS PAYABLE WITHIN TWO WEEKS OF THE RESERVATION BEING MADE.**

Failing this, the reservation will not be held for the hirer.

2. **FULL PRE-PAYMENT FROM HIRER IS DUE ONE MONTH PRIOR TO THE DATE OF THE FUNCTION**

3. **Cancellation more than 3 months prior to the function – a 10% admin fee will be charged.**

Cancellation 3 months or less prior to the function - no refund on the deposit.

4. The deposit **may** be refunded within 2 weeks after the function, subject to all the conditions in the above agreement being met. Deposits will only be paid into a bank account by EFT and will not be paid in cash.

PAYMENTS

Payment can be made with cash, by Snapscan, or directly into the Zeekoe Vlei Yacht Club bank account
Standard Bank | Grassy Park | Branch Code: 051001 | Account Number: 071 837 892

Send the completed, signed agreement with the proof of payment to **manager@zvyc.co.za**

Please use the following as a payment reference: **HH * Date of Function * Hirer's Name**

The Hirer is responsible for payment of any additional Hire Fees should the fee change between the booking date and the date of the function.

Please ensure that the event coordinator and caterer understand and accept the above terms and conditions. The premises must be left in the state that you received it in - clean (floors, dishes, stove & tiles washed), garbage taken out, tables & chairs (stacked) put back as they were.

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

Signature: _____

Date: _____

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

Signature: _____

Date: _____

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

Signature: _____

Date: _____

DETAILS OF **HIRER'S** BANK ACCOUNT FOR REFUND OF DEPOSIT:

Account Name: _____

Bank: _____

Branch: _____

Branch Code: _____

Account Number: _____

2020 - 2021 Venue Hire Fees

effective 01 May 2020

Venue hire - High Season (Sept - Apr)	R12 500
Venue Hire - Low Season (May - Aug)	R8 500

Refundable Deposit	R4 500
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Extras:

Corkage (per table)	R250
Crockery/Cutlery Hire	R1000
Ceremony (East Lawn)	R1000
Ceremony (East Lawn) with marquee <i>(marquee not supplied)</i>	R3 000



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