



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 800-00
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"

East Lawn - Ceremony	
Crockery/Cutlery Hire	

Marquee (supplied by hirer)	
Corkage Charge	

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

1. **MAXIMUM NUMBER OF PERSONS ALLOWED:** *all inclusive* (120) One Hundred and Twenty ONLY.
Should the maximum of 120 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.

No club property may be taken outside.

Tables and chairs must be put back as per original floor plan (chairs stacked around pillars)

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

ALL DECOR TO BE REMOVED BY 08H00 THE FOLLOWING DAY

The Club's venue is not available for 21st Birthday Parties.

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 and if the venue is available, it may be possible to start setting up at the end of the day prior to the function.

01h00 - All guests must vacate the premises on the night of the function

08h00 - All catering, cleaning and décor equipment plus staff must vacate the premises the following day.

FAILURE TO DO SO WILL RESULT IN THE WHOLE DEPOSIT BEING FORFEITED.

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 10 people (see the rates sheet).

Full Bar service is available on request.

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 **diagonally** 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. NATURE RESERVE & RAMSAR SITE:

The Club is located within the False Bay Nature Reserve (FBNR) and therefore is required to adhere to rules and regulations regarding the fauna and flora within this environment. Zeekoevlei/FBNR forms part of this Ramsar site (RAMSAR: an international agreement for the conservation of wetlands) www.ramsar.org. It is expected that hirers of the venue be respectful and tolerant of this ecosystem. Please be aware that the presence of insects and birds in their natural situation do have an effect on the club's environment. **ONLY biodegradable confetti (eg. flowers/flower petals, rice) may be used.**

NO balloons! NO fire crackers will be tolerated.

13. SMOKING:

The whole clubhouse is zoned a NO SMOKING area. Smoking is only permitted outside. Sandboxes are provided. **Cigarettes butts to placed in the sandboxes.**

14. CLEANING:

All traces of the function must have been cleared by 08h00 the day following the event. Failure to do so will result in the WHOLE REFUNDABLE DEPOSIT being forfeited.

- N.B. PLEASE PROVIDE YOUR OWN BLACK BAGS, dishwashing liquid, tea-towels, vacuum cleaner and all other cleaning equipment.
- Full refuse bags (no loose rubbish) must be placed in the wheelie bins outside the kitchen door in the yard.
- All litter outside like cigarette butts/stompies, bottles, paper, etc must be picked up.
- The ablution facilities must be cleaned, bins emptied and left tidy.
- All hired club crockery and cutlery must be properly washed and dried
- Counter tops and cupboards, stove and kitchen equipment must be cleaned
- Kitchen floor must be washed, and all marks removed as best as possible
- Hall floor must be swept and washed.
- Carpets must be vacuumed & clean

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

Sign_____

14. EQUIPMENT / DECOR:

12x 10-seater round tables. There is seating (plastic chairs) for **120 people ONLY**. Privately hired chairs are permitted.

Place settings for a basic meal for 120 people, i.e. dinner plates, side plates, dessert bowls, tea cups, saucers, knives, forks and spoons are available for hire. Breakages and losses will be deducted from the deposit. All décor, table cloths, glasses, catering utensils and any other items **MUST BE HIRED PRIVATELY**. Draping must be on stands. No pins, staples, etc may be used to hang décor. No marks may be left on the walls.

Balloons are NOT permitted.

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

16.1 **JETTY**– no children u/12 allowed on the jetty. Jetty may be used for photos only. Maximum number of people on the jetty at any time is eight.

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 (the braai/pool area) is for members ONLY.

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 REFUNDABLE 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 – an administration fee of 10% of the venue hire 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 by direct deposit into the Club's bank account, by Snapscan or with cash.

Zeekoe Vlei Yacht Club | Standard Bank | Grassy Park | Branch Code: 051001 | Acc No.: 071 837 892

Send the **completed, signed agreement** and the **proof of payment** of the refundable deposit 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 – cleaned properly (floors, dishes, stove & tiles washed), garbage taken out, tables & chairs (stacked) put back as they were, carpets vacuumed.**

INDEMNITY

Note that you and anyone associated with this event, enter the Zeekoe Vlei Yacht Club (incorporating Alfred Rowing Club) premises solely at your own risk and neither the Committee, nor the Club, nor its members, nor any of the aforementioned person's employees, representatives and/or their agents shall be liable for any loss or damage, of whatsoever nature and howsoever arising, to any property, or for the death or injury of any person, under any circumstances, whether in or around this premises, and furthermore, shall not be liable should any person contract any virus, including but not limited to the Covid-19 virus, whilst on the premises or for any harm, injury or death which may result therefrom.

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

Account Name: _____

Bank: _____

Branch: _____

Branch Code: _____

Account Number: _____

SIGNATURES

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

Signature: _____

Date: _____

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

Signature: _____

Date: _____

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

Signature: _____

Date: _____

2025 - 2026 VENUE HIRE FEES

effective 01 March 2025

Venue hire - High Season (Sept - Apr)	R9 800
Venue Hire - Low Season (May - Aug)	R8 000

Refundable Deposit	R4 800
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Extras:

Corkage (per 10 people)	R300
Crockery/Cutlery Hire	R1070
Ceremony (East Lawn)	R1070
Ceremony (East Lawn) with marquee <i>(marquee not supplied)</i>	R2200



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Yacht Club**

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