

Simon's Town Country Club

Venue Hire

Applicants Name: _____

Email Address: _____

Cell & Tel No's _____

Address: _____

Date of Function _____ Start Time _____ End Time _____

Type of Function _____ No. of Guests _____

- 1) Hall set-up and decoration. Agreed time: _____
- 2) Removal of decorations. Agreed time: _____
- 3) Extra cleaning costs if applicable: R _____
- 4) Extra barperson required & additional cost: R _____
- 5) Special requests for items not in bar stock:

Additional Equipment Required Y/N

	Amount	Date Paid	Method
Refundable Deposit	R 2,500.00	___/___/___	_____
Estimated Total Cost	R _____		

Applicant Bank Details

Bank _____

Account No _____

Account Name _____

Simon's Town Country Club

Venue Hire

Rental of the venue is R20 per head for members and R30 per head for non-members.

It is assumed functions will take place in the Annex/Function room. The use of any other area will have to be agreed to between the parties by prior arrangement.

The refundable deposit is payable at the time of acceptance of the booking. A booking will not be considered valid, booked or confirmed unless the deposit has been paid.

The refundable deposit will be forfeited and retained by the club in the event of a cancellation less than one week prior to the function.

The refundable deposit or part thereof will be retained by the club to rectify any damages, breakages or for excessive cleaning which may be required.

Responsibility for the premises utilised for the function during the function is that of the applicant.

Drinks may be purchased until 11:30pm or an agreed time prior to commencement of the function. The club will be vacated and locked by 1am.

No food, beverages or alcohol can be brought onto or taken away from the premises unless by prior arrangement. This will only be allowed in exceptional circumstances.

Smoking laws must be obeyed..

Music must cease at midnight unless an arranged time is agreed to by prior arrangement.

There must be no disruption of the services enjoyed by club members.

Children under 18 are not allowed in the bar area, and small children must be supervised at all times. Running in the club is strictly forbidden.

Use of the pool table is at managements' discretion.

Please note no posters to be affixed to walls, and any damage accruing from decorations will be charged for.

Subject to a bar tab being utilised, a 10% service charge will be levied.

Signed Applicant _____

Date: ___/___/___

Signed Club _____

Date: ___/___/___

	Amount	Date Paid	Method
Refundable Deposit Returned	R	___/___/___	_____