

# Simon's Town Country Club

## Venue Hire Application Form.

Applicants Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell & Tel No's: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Function: \_\_\_\_\_ No. of Guests: \_\_\_\_\_

Style: \_\_\_\_\_

Equipment Required: \_\_\_\_\_

\_\_\_\_\_

Date of Function: \_\_\_\_\_ Start Time: \_\_\_\_\_ End: Time: \_\_\_\_\_

1<sup>st</sup> Deposit Date: \_\_\_\_\_ 2<sup>nd</sup> Deposit Date: \_\_\_\_\_

	Amount	Date Paid	Method
Refundable Deposit:	R1 500.00	____/____/____	_____
Non-Refundable Deposit:	R 2 500.00	____/____/____	_____
Cost Per Head Members @ R15.00:	R _____	____/____/____	_____
Cost Per Head Guests @ R25.00:	R _____	____/____/____	_____
Balance of Payment:	R _____	____/____/____	_____

- 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:

\_\_\_\_\_

6) Other costs: \_\_\_\_\_

\_\_\_\_\_

### Bank Details

Account No: \_\_\_\_\_

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

## Conditions of Function Venue Hire

*Rental of the annexe is R10 per head for members and R20 per head for non-members, with a refundable deposit of R1000. 50% of the hall hire cost per head and the deposit is due one month before the event to secure the booking. These fees are not refundable in case of cancellation. The balance of the rental cost per head is to be paid one week before the function. All venue rental fees are to be paid directly to the club, either over the counter or by EFT, or Credit Card.*

I, as the applicant and undersigned accept the following:

- 1) Responsibility for the premises during the hire period and I will make good any damage caused. I authorise the committee of the STCC to deduct such sums as required from my deposit, to cover the cost of repair, breakages, additional cleaning, and any other charges deemed necessary.
- 2) Music must cease at the arranged time or midnight at the latest
- 3) Drinks may be purchased until the *agreed time or at the latest 1am the following day*, and the club will be vacated and locked by 2am.
- 4) Smoking laws must be obeyed and I agree to use only the allocated areas.
- 5) No food, beverages or alcohol can be brought onto or taken out of the premises and all beverages and alcohol is to be purchased from the bar / club and all food arranged through the services of the caterer.
- 6) There must be no disruption of the services enjoyed by club members.
- 7) 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.
- 8) Use of the pool table is at managements' discretion.
- 9) Time of decoration of the venue must be arranged with management to secure minimum interference with the standard operations of the club.
- 10) Please note no posters to be affixed to walls, and any damage accruing from decoration will be charged for.
- 11) Subject to a bar tab being utilised, a 10% service charge will be levied.

Booking Confirmed:

Signed (Applicant): \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signed (Manager): \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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

Signed (Manager): \_\_\_\_\_ Date: \_\_\_\_\_