Chairman:
Herman Putter
Tel: 083 212 2513

Secretary:
Matthew Bayley
Tel: 083.390.1389

P O Box 1644 Rivonia 2128

Venue Booking Form

Applicant's Details :

Name …….. Work Phone ……

Company …….. Home Phone ……..

Address …….. Mobile Phone ……

……..

…… Code …….. Email ……

Type of Event :

Birthday Party	
Business Function	
Sport/Outdoor Function	
Wedding	
Other (Specify)	

Function Details :

- Date of event : ……..
- Number of guests : ……
- Preferred function room/s : ……
- Preferred set up time : ……
- Starting time : ……
- Food service time : ……

Catering :

Do you require catering for the event? Y/N

Do you require a bar tab for the event? Y/N Amount : ……..

Do you require drinks vouchers for the event? Y/N Quantity and value : ……..
(recommended value = R40)

Please refer to the terms and conditions for further details

Terms and Conditions :

1. Bookings are charged per time slot selected. Multiple slots can be booked for extended functions. Bookings outside of these pre-determined slots may not be possible. Special concessions are at management's discretion.
2. A 50% deposit of the quote/invoice shall be payable upon confirmation of booking, with the full balance payable 7 days prior to the date of the function. Should the quote/invoice amount be less than R2000, the full amount will be payable to secure the booking. A **R2500 breakage deposit** may be included in the final invoice and is refundable after the function provided there were no damages and the necessary rules were adhered to.
3. Bookings will only be confirmed and secured on receipt of the completed booking form and deposit. Quotes are valid for a period of 14 days.
4. Cancellations must be made at least 30 days before the event, or 50% of the deposit shall be forfeited. If the event is cancelled less than 14 days before the event the full deposit will be forfeited.
5. The venue's staff will be responsible for the setting up of any furniture and linen hired directly from the venue. All other décor must be set up by the client.
6. No items may be attached to any of the walls, doors, furniture, or ceilings, regardless of the type of material used.
7. All guests shall comply with the code of conduct and club rules, as well as any directive given by management. Noise shall be kept at a level that will not disturb the neighbours and other patrons. Persons failing to comply will be requested to leave the premises immediately.
8. The venue is licensed and therefore no liquor or soft drinks of any kind may be brought onto the premises. The full R2500 breakage deposit will be forfeited if this is not adhered to.
9. No food may be brought onto the premises unless prior arrangement has been made with management. A surcharge of R25 per person will be charged for self-catering. No access to the main kitchen is allowed. A prep room is available if required.
10. No persons are allowed onto the bowling greens, tennis courts, padel courts and no vehicles of any description shall be allowed anywhere other than in the parking areas.
11. Adult supervision is required at all times for children's parties (younger than 18 years). No alcohol will be served to persons younger than 18.
12. In the case of evening functions, the venue closes at 22h00 and last rounds are called at 21h30, at which time the last song must be played. Additional time can be booked at a charge of R500 per half hour. In accordance with our Liquor License the bar will not be kept open after midnight. A charge of R500 per half hour after midnight will be charged until the last guest leaves. It is up to the organizer of the function to ensure that all guests leave promptly.
13. The venue is to be left in the same condition it was found in. All decor and equipment must be removed immediately after the function unless prior arrangements have been made to break down the next day. An **additional fee of R1000** will apply if excessive cleaning is required after the event.
14. Any goods or materials brought in by or on behalf of the client are the responsibility of the client. The club accepts no responsibility for damage or loss of goods that are left at the club prior to, during or after the event. All deliveries or collections for events must be arranged with and approved by club management prior to delivery or collection.
15. The applicant unconditionally accepts liability for any breakage and/or damage to the club's property caused, irrespective of whether such damage is brought about accidentally or intentionally.

Hall hire rates :

- R50 per person subject to minimum charges for venue hire as per the table below.
- Multiple slots can be booked if required for additional setup time.
- Fully privileged RRC members are entitled to a 25% discount on the rate of hire.
- Non-members booking the venue are required to pay a once off fee of R100 for temporary membership.

Minimum hall hire charges :

MEAL SLOT	TIME	BAR LOUNGE	TENNIS HALL	BOWLS HALL	FULL HALL
Breakfast	7:00 – 10:30	R1500	R1500	R1500	R2500
Lunch	11:00 – 15:00	R2000	R3000	R3000	R5000
Dinner	16:00 – 22:00	R3000	R5000	R6500	R8000

Outdoor functions :

A R1500 charge applies for use of the bowling green, braai area or patio for a maximum of 4 hours.
Additional time can be booked at a rate of R500 per hour.
Non-members booking the venue are required to pay a once off fee of R100 for temporary membership.

Bowls can be provided at a charge of R50 per person.

Additional Requirements :

ITEM DESCRIPTION	UNIT PRICE	QTY	TOTAL	COMMENTS
Tables (rectangular 8 seater)	R40			
Tables (round 8 or 10 seater)	R110			**Plus R500 Delivery Fee**
Chairs	R10			
Table cloths (rectangular)	R45			
Table cloths (round)	R75			
Chair covers	R13			
Overlays/runners	R30			
Kids plastic tables	R35			
Kids plastic chairs	R10			
Crockery & cutlery (self catering)	R20			
Wine glasses (for tables)	R3			
Juice glasses (for tables)	R3			
Champagne glasses (for tables)	R3			
Ice buckets	R10			
Chafing dishes (self catering)	R120			
Extension Cord	R150			
Gazebo	R250			
Red carpet 10m	R500			
Flip chart (incl paper & marker)	1 day - R250			
	2-3 days - R200			
	4+ days - R125			
Screen on tripod (1500 x 1500)	1 day - R250			
	2-3 days - R200			
	4+ days - R125			
Acer Projector incl VGA cable	1 day - R600			**R1000 deposit applies**
	2-3 days - R400			
	4+ days - R300			
Jugs of ice water (1,2 litre)	R12			
Jugs of juice (1,2 litre)	R55			
Still or Sparkling water 750ml bottle	R35			**La Vie**
Corkage (wine & champagne only)	R60			
Tea & coffee station (per person)	R20			
Waiter (per hour, minimum 4 hrs)	R150			
TOTAL				

Please note that prices are subject to change at management's discretion.

Signed at …….. On this …….. day of …….. 20 ……

……..

Applicant

Who by signing this form acknowledges that he/she has read and understands the terms and conditions.

Rivonia Nedbank Account: 1969066938 Branch Code: 196905