

# **2015 – APPLICATION TO HIRE CONFERENCE ROOM**

NAME OF HIRER \_\_\_\_\_

ORGANISATION CONTACT DETAILS:

ADDRESS \_\_\_\_\_ CELL \_\_\_\_\_

PURPOSE FOR HIRE \_\_\_\_\_

DATES OF HIRE: FROM \_\_\_\_\_ TO \_\_\_\_\_

TOTAL AMOUNT PAYABLE FOR PERIOD OF BOOKING:

DEPOSIT: STANDARD	R1000.00 (Refundable)
CHARGE PER HOUR	R100.00
CLEANING AND MAINTENANCE	R200.00

THE VENUE WILL ONLY BE CONFIRMED ONCE A LETTER HAS BEEN RECEIVED TOGETHER WITH THE DEPOSIT OF R500. IF THE VENUE IS USED FOR MORE THAN ONE DAY HALF THE AMOUNT OF THE TOTAL HIRE PERIOD WILL BE NEEDED UPFRONT WITH DEPOSIT

DEPOSIT FEE WILL BE RETURNED IF ALL THE RULES ARE MET.

VENUE TO BE BOOKED A MONTH IN ADVANCE.

THE CONFERENCE ROOM IS A DAY CONFERENCE CENTRE. AVAILABLE FROM 8am TO 4pm THESE TIMES MUST BE STRICTLY ADHERED TO.

IF THE TIME BOOKED IS EXCEEDED THEN THE DEPOSIT WILL BE FORFEITED.

THE HIRER IS RESPONSIBLE FOR ANY BREAKAGES TO ANY OF THE FURNITURE OR FIXTURES INCLUDING WALLS AND TOILETS AND CHAIRS OR TABLES USED.

PREMISES TO BE LEFT AS THEY WERE GIVEN OR THE DEPOSIT WILL NOT BE RETURNED

HIRER TO SUPPLY THEIR OWN PA SYSTEM, MIKES, EXTENSION LEADS FOR POWER POINT PROJECTOR ETC..

HIRER TO BRING OWN TOILET PAPER, BLACK BAGS FOR REFUSE ETC.

THERE WILL BE NO COOKING OR MEALS PREPARED IN CONFERENCE ROOM. MEALS PREPARED, LIKE SANDWICHES OR PLATTERS CAN BE SERVED.

NO SMOKING OR HARD LIQUOR ALLOWED ANYWHERE ON THE PREMISES, OR IN THE VENUE AND NO LOUD MUSIC TO DISTURB NEIGHBOURS.

NO DISRESPECTFUL BEHAVIOUR ALLOWED, SHOUTING OR BAD LANGUAGE. WILL RESULT IN BEING ESCORTED OFF THE PREMISES, AND DEPOSIT FORFEITED.

I HAVE READ AND UNDERSTOOD ALL THE ABOVE RULES – AND AGREE TO THESE TERMS AND CONDITIONS STATED HEREIN.

SIGNATURE OF HIRER \_\_\_\_\_

PERMISSION TO HIRE ROOM GIVEN BY \_\_\_\_\_

DATE \_\_\_\_\_ RECEIVED DEPOSIT OF R \_\_\_\_\_

OUTSTANDING AMOUNT DUE ON DAY OF HIRE R \_\_\_\_\_

For more info please contact: 071 171 0711 Or 021 361 0024

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