

PE CRUSADERS SPORTS CLUB

VENUE HIRE BOOKING FORM

Personal Details

Name & Surname: _____ Contact Number: _____

E-Mail Address: _____

Physical Address: _____

Event Details

Date of Event: _____ Event Type: _____

Start Time: _____ Setup Start Time: _____

Estimated Number of Guests: _____ Venue Room: Private Hall / Braai Facility

Terms & Conditions

1. To secure booking a 50% deposit shall be paid within 3 days of booking the venue. The balance amount shall be paid within 7 days of event, failure to do so will resort in your event being cancelled.
2. In case of a cancellation, if more than 14 days' notice has been given deposit shall be refunded. If within the 7 days before the event no monies will be refunded.
3. PE Crusader Sports Club (hereinafter the Club) will not be held responsible for any damages incurred to private property or loss or injuries by guests.
4. No liquor will be brought onto the club premises or the grounds of the club. Prior arrangement of wine/champagne to be made with club management at a corkage fee per bottle.
5. The hall must be clear by 8:30am the following day, in the event of a late function.
6. No subletting of the facilities will be entertained without prior permission.
7. All rights will be reserved by the Club.
8. Damages to the facility (breakages, tablecloths etc.) will remain the responsibility of the undersigned organizer of the function and will be chargeable in full.
9. All loud music and noise to be significantly reduced by midnight.

Name & Surname

Signature

Date Signed

Booking confirmed by:

VENUE FACILITY REQUIREMENTS

(Please tick requirements and state numbers for quoting purposes)

	<u>COST (Excl. VAT)</u>	<u>QUANTITY</u>
Venue Hire	R 3000	Includes: Venue use, kitchen use, Set-up fee and Cleaning of Venue.
Tables - Round	Included – Max. 12	
Tables – Long	Included – Max. 8	
Chairs	Included – Max. 120	
Barman	R 195 (Max 60 pax each)	
Waiters	R 195 (Max 60 pax each)	
Corkage Fee	R 15 per bottle	
Chair Covers	TBA	
Chair Sashes	TBA	
Table Cloths	TBA	
Table Runners	TBA	
Cutlery	TBA	
Crockery	TBA	
Glasses	TBA	
Catering	TBA	
Draping of Venue	TBA	
Music (DJ)	TBA	
Audio Equipment	TBA	
Stage/ Flooring	TBA	
Projectors	TBA	

* Prices exclude VAT

Please list any additional requirements:

Name & Surname

Signature

Date Signed

Booking confirmed by: