



HALL RENTAL AGREEMENT

Witbank Yacht & Aquatic Club

Welcome to Witbank Yacht & Aquatic Club (WYAC). We trust that you will enjoy the use of our facilities and that your function will be memorable. Please bear in mind that this is the Members Club and that they still have access to the club bar and club grounds for sailing, swimming, rowing, etc. but will be courteous on the arrival of guests and whilst your function is in progress.

THE VENUE IS USED ENTIRELY AT YOUR OWN RISK

THE HIRER ACCEPTS THE FOLLOWING CONDITIONS:

Please pay particular attention to Items 6, 7, 8 & 11, which must be strictly adhered to.

1. The hall is ideal for 100 guests but can host a **MAXIMUM** number of people 120
2. **ACTUAL BUILDING:**
 - Members bar
 - Toilets are through door at rear of building
 - Sliding doors can be opened.
 - Hiring equipment to be brought in through door at braai end and not through the front
3. **ACCESS TIMES:**

From: 08h00 on the day of the function – until: 08h00 the following day.
Guests must vacate the premises by 01h00. Catering and cleaning staff must vacate the premises by 08h00.

4. KITCHEN:

Please contact the manager@wyac.co.za or phone on 071 576-3781 for options on catering.

5. BAR:

The bar is to be utilised for all functions. No private alcohol may be brought onto the premises, without prior arrangements. **Please take note that members of the club can use the member's bar at any time during your function.**

6. CARS:

No cars are allowed to park on the grass in the demarcated area in front of the clubhouse.

You may however:

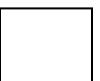
- Deliver goods after which the vehicle must be parked outside the demarcated area.
- For the elderly or infirm to be dropped off after which the vehicle must be parked outside the demarcated area.
- In the case of a wedding the bridal car may be brought in for a short period & then parked outside demarcated area.
- Please note we have an underground sprinkler system installed so please ask the caretaker to show you where the vehicles may drive.
- NO TRUCKS/VEHICLES OVER 1 TON may ride in the demarcated area.

7. PARKING:

NO PARKING inside the demarcated area.

NO PARKING in front of any gates or in reserved areas

PLEASE INFORM YOUR GUESTS OF THIS.



8. MUSIC:

Music must stop at 12.00 AM (Midnight). There is an automatic penalty of R500.00 per half hour for breach of this contract, WYAC reserves the right to increase this to R1500.00, at its entire discretion, in the event of complaints being received from residents due to breach of this contract. Guests must vacate the property by no later than 01h00.

9. KEYS:

The caretaker will open and close the facility, please ensure that arrangements are made with the caretaker in terms of times.

10. FIRE EXTINGUISHERS:

Fire extinguishers are to be used only in an emergency.

11. CLEANING:

Our staff will clean up after your function. If it is deemed that you have left the premises in a disgraceful manner, R500.00 will be deducted from your deposit. All traces of your function décor etc must be cleared by 7.00am the next day.

No smoking indoors

All decorations to be removed

No marks must be left on the walls (Bostik)

No club property may be taken outside

No Pictures to be removed from the walls

Pool Table may **NOT** to be moved

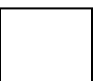
Any refuse outside, i.e. papers, cans, cigarette butts, etc. must be picked up

**Full refuse bags must be placed at the back of the clubhouse (Ask caretaker)

**PLEASE PROVIDE YOUR OWN BLACK BAGS. Please provide your own dishwashing liquid and tea towels and other cleaning equipment.

N.B. WE DO NOT ALLOW CONFETTI - ONLY FLOWER PETALS.

Failure to comply with any of these cleaning arrangements will result in a deduction of up to R500.00 being deducted from your deposit.



12. EQUIPMENT:

There are tables and chairs for 100 people only.

We have place settings for a basic meal for 100 people, i.e. dinner plates, side plates, dessert bowls, knives, forks and spoons.

Breakages and losses will be deducted from your deposit

We do not supply tablecloths or glasses, these and any other items must be arranged.

It is highly recommended that you go to the clubhouse and check what is available.

13. SETTING UP:

If there are no other functions on the day prior to your function it may be possible to set up on the previous day. This must be negotiated with the manager. an additional fee of R500.00 per day will be levied.

14. HALL RENTAL COST:

Please contact manager@wyac.co.za who will submit a detailed quote on your requirements

15. DEPOSIT

The required deposit is a total of R 3500.00 from which the following amounts MAY be deducted:

Reservation Deposit R 1000.00

Pool Table Moved R 500.00

Music Penalty Up to R 1500.00

Against damages or losses R 3500.00

If the damage exceeds R3500.00. You will be liable to pay the costs immediately.

The deposit is payable immediately on confirmation from the club manager, failing this, the reservation will not be held for the hirer.

16. Should the function be cancelled 3 months before the booked date an amount of R1000.00 of the deposit will be retained. If you cancel within or less than 3 months of your function no deposit will be refunded.



17. After your function, your deposit will be refunded within 2 weeks if all conditions were met. Deposits will only be refunded into a bank account and not paid in cash.
18. **Please fill in the attached form and intital every page in the bottom right hand corner.**

BOOKING INFORMATION

Booking Date: _____ Function Date: _____

Name: _____

Phone: Work: _____ Cell _____

E-Mail: _____

Type of function: _____ (e.g. Wedding, 30th, Year End)

21st Party's by special request

Time of function: _____ No. of people _____

Deposit payment date: _____

Deposit amount payable: R 3500.00

Full Hire payment date (two weeks prior to function): _____



Payment may be made directly into the Witbank Yacht & Aquatic Club Bank Account at:

Bank: ABSA Bank,
Branch: Witbank
Branch Code: 503750
Account Number 4052154940

I _____ , the **Hirer**, hereby confirm that I have read, understood and agreed to the aforementioned conditions of hire.

SIGNATURE _____ Date: _____

Hirer's address _____ Code _____

*Details of **hirer's** Bank account for re-payment of deposit:

Account Holders name: _____

Bank: _____

Branch _____

Branch Code: _____

Account Number _____

