



Witbank Yacht & Aquatic Club

HALL RENTAL AGREEMENT

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 a Members Club and that they still have access to the club bar, restaurant 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:

1. The hall is ideal for 120 guests but can host a MAXIMUM number of 140 seated with a small dance area. Hired tents can be erected on the grass for your account and an additional charge.
2. **ACTUAL BUILDINGS:**
JOLLY SAILOR - Members bar and restaurant
ABLUTIONS - toilets are through door at rear of Hall.
HALL- sliding doors can be opened.
- hired equipment to be brought in through sliding door closest to the manager's office.
3. **ACCESS TIMES:**
From: 08h00 on the day of the function – until - Guests must vacate the premises by 01h00. The club will be open for cleaning purposes from 07h00 till 08h00 the following day.

4. BAR:

The bar is to be utilised for all functions. No private alcohol may be brought onto the premises without prior arrangements, corkage fee to be paid. Last round will be called at 23h30. Bar Closed at 24h00 as per Liquor Licence. **Please take note that members of the club may use the member's bar at any time during your function.**

5. Catering:

We can quote catering for you, or you may bring your own caterer. Please check for setup area and cleaning.

6. CARS:

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

You may however:

- Deliver goods after which the vehicle must be parked outside the demarcated area.
- The elderly or infirm may 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.
- **NO VEHICLES OVER 4 TON** may ride in the demarcated area.

7. PARKING:

NO PARKING in front of any gates/slipways or any reserved parking areas.

NO PARKING under the carports on the dam shore.

PLEASE INFORM YOUR GUESTS.

8. MUSIC:

Music must stop at **24h00 (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 discretion, in the event of complaints being received from residents. Guests must vacate the property by no later than 01h00.

9. FIRE EXTINGUISHERS:

Fire extinguishers are to be used only in an emergency.

10. CLEANING:

Our staff can 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 catering/décor etc must be cleared by 08h00 am the next day.

Please also inform your caterers of this, as it is you who will have money deducted from your deposit if they do not clean up as required.

All decorations to be removed.

No marks must be left on the walls (Bostik etc).

No club property may be taken outside the buildings.

No pictures to be removed from the walls.

All refuse, inside and outside, i.e. papers, bottles, cans, cigarette butts, etc. to be picked up and put in black bags.**PLEASE PROVIDE YOUR OWN BLACK BAGS. Full refuse bags to be placed at the back of the clubhouse.

Please provide your own dishwashing liquid 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 R500.00 being deducted from your deposit.

11. EQUIPMENT:

There are tables and chairs for 140 people only.

We have place settings for a basic meal for 120 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, or other catering utensils. These and any other items **MUST BE HIRED PRIVATELY. Collection on Tuesday after the function.**

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

12. SMOKING:

No Smoking of cigarettes, e-cigarettes or vaping inside the buildings.

13. SETTING UP:

If there are no other functions on the day prior to your function it may be possible to set up on that day. An additional fee of R500.00 per day will be levied. This must be negotiated with the manager. We do not take responsibility for any equipment or décor.

14. HALL RENTAL COST:

Members: Upon Request

Non-Members: Upon Request

15. DEPOSIT

The required deposit is a total of R3500.00 from which the following amounts can 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, once confirmation has been received from the club manager of available date, failing this, the reservation will not be held for the hirer.

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 1 month of your function, no deposit will be refunded.

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.

16. Please complete the form and initial every page in the bottom right-hand corner.

17. It is recommended that you hire a generator (40KVA) from Talisman if you do not want any loadshedding problems for entertainment. We do have solar backup for the bar, but this is limited.

18. Please complete the attached Guest List and send to the manager one week prior to the event/function to obtain access to Bankenveld. Incomplete lists will not be accepted.



Witbank Yacht & Aquatic Club

BOOKING FORM

Booking Date: _____ Function Date: _____

Name: _____

Phones:

Works _____ Cell _____

E-Mail: _____

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

16 and 21st Party's by special request

Time of function: _____ No. of people _____

Deposit payment date: _____

Deposit amount payable: R 3500.00

Hire payment date (one week prior to function): _____

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

Bank:	Standard Bank,
Account name:	Witbank Yacht and Aquatic Club
Account Number	281546266
Branch Code:	052650

Please email proof of payment and the completed booking forms to:
manager@wyac.co.za

Please ensure that your caterer understands and accepts the conditions.

I _____, the **Hirer**, hereby confirm that I have read, understood, and agreed to the 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 _____

Office Use:

Deposit paid R _____ Date __/__/__

Full Amount of Hire R _____

Deductions/Penalties R _____

Deposit Amount Repaid R _____ Date __/__/__