



MOEMFIE NASKOOLVERENIGING NPO
t/a DAERAAD PRE-PRIMARY Reg Nr:
1999/020009/08

HIRE OF HALL / PLAYGROUND

from

Daeraad Pre-Primary

Entrance: Scorpio Street, Fishershill, Primrose, Tel: 011-828-5681

HALL

Deposit –R 1 250.00

Hire – R 2 400.00

Time: 09h00 until 24h00

After 24h00pm an extra fee of R275-00 per hour will be charged and be deducted from the deposit.

The Hall must be cleared and cleaned before 07h00 the next day.

If the hall is left in a dirty and untidy state the costs for having it cleaned shall be deducted from the deposit.

The school grounds are not included in this agreement and shall not be trespassed upon under any circumstances.

Including in this agreement :

21 tables to seat 6 tot 8 persons per table (± 168 persons in the Hall)

300 Chairs available (The Hall can seat ± 350)

Labor to pack & unpack chairs & tables.

The kitchen and stove may be used at an additional cost of R600-00. The braai grid may be used at an additional cost of R600-00.

Bring own toiletpaper, soap and towels.

Bring own extention cords and adaptors.

Parking: Parking and Entrance to the premises from **Scorpia Street** only.

Car Guards: 2 Car guards can be provided at a fee of R270 per guard between 19h00 and 24h00 only. After 24h00 the fee is R200-00 per hour per guard. (All fees are payable to the guards jointly and personally.)

PLAY GROUNDS

Deposit: R 1 0000.00

Hire: R 1 900.00

Time: 09h00 – 17h00

Includes 1 Sandpit (Bring own sand toys.) Cycle track: Bring own wheel toys.

Plugs are situated at the DB-Board at each Block for Jumping Castles.

Toilets are across the bird cage or next to the Duck class.

Your attention is drawn to:

- 1. The conditions at the end of this agreement (Infra)**
- 2. The presence of CCTV cameras recording all activities on the premises**

Banking details: Moemfie T/A Daeraad

FNB, Acc Nr 62803311828

Reference : Hall /Grounds - Date /cell no.

Proof of payment to be sent to finance@daeraad.co.za

Terms and Conditions

I/We agree to the following conditions:

- 1.** All arrangements regarding the function must be made at the office **at least three days before the function.**
- 2.** All client equipment must be removed from the hall at the end of the function.
- 3.** The hall, kitchen and toilets are to be left in a **clean and tidy condition.** The deposit will be retained in the event of damage/injury to or cleaning costs. In the event of the deposit not being sufficient to cover the relevant expenses, Daeraad Pre-Primary reserves the right to recover any shortfall by means of Instituting Action before the relevant forum having jurisdiction. The deposit is refundable as soon as the factotum has inspected the relevant facilities within one week after the function.
- 4.** **The Stage and projector room is strictly out of bounds** and may not be used for whatever purpose.
- 5.** Details regarding the hiring of the hall/grounds will be finalized with the office at **least one working day before** the function. Details regarding inspection of the property and arrangements for the refunding of the deposit will be made with the office the first working day after the function. **See also Clause 3 and further Clause 12.**
- 6.** A liquor license must be obtained by the individual/organization hiring the hall in the event of liquor being sold.
- 7.** If candles / lanterns etc. are to be used at the function, the local **Fire Department must be informed and their approval in writing must be submitted to the Office the day before the function.**
- 8.** **NO adjustments to / or opening / closing of the BLINDS are allowed.**
- 9.** At no time will any person be allowed on the grounds unless the relevant agreement applies.
- 10.** **No Jumping Castle is allowed inside the hall**
- 11.** The cost of hiring the abovementioned facilities, as well as the deposit, are payable in advance. The deposit is refundable, only if no damage or loss has been accrued.

12. Should this contract be entered into by a legal entity, a resolution/ co signature of partner(s), are required.
13. **Permission must be obtained** for the use of **own** stoves, hot plates or cooking equipment and heaters.
14. Food must be prepared and cooked in the kitchen.
15. The office must be informed in writing of any defects to the facilities before the function. Should there be no notification; the school will accept that everything was in order.
16. The members of the Board/Directors or the Principal of the school may enter and inspect the hall at any time during the function.
17. Members of the Board/Directors reserve the right to decline an application for the hiring of the relevant facilities, without giving reasons.
18. The Caretakers will assist with tables and chairs prior to and on completion of you the function.
19. **No smoking in the hall is allowed**
20. **No adhesives/prestic/double sided tape/nails are allowed for the purpose of displaying decorations/trimmings.**
21. No **decorations/trimmings** whatsoever may be attached to the walls or the ceiling.
22. **The animals on the premises shall not be harassed in whatever way.**
 - No touching, holding or chasing or go near any of our animals
 - No persons are allowed inside the animal cages
 - CCTV cameras on the grounds

Permission to decorate the hall shall be negotiated with the relevant Administrative Staff responsible.

FUNCTION INFORMATION

DATE OF FUNCTION _____ **DAY EVENT:** Yes/No **EVENING EVENT:** Yes/No

HALL HIRE: Yes/No **PLAYGROUND HIRE:** Yes/No **KITCHEN HIRE:** Yes/No **BRAAI GRID HIRE:** Yes/No

PERSONAL INFORMATION

NAME: _____

ADDRESS OF SIGNATORY: _____

CONTACT NUMBERS CELL/HOME) _____

(OFFICE) _____

E-MAIL ADDRESS: _____

ALTERNATIVE CONTACT (NAME) : _____

NAME OF SIGNATORY: _____ SIGNATURE: _____

REQUESTS:

TABLES: _____

CHAIRS: _____

ANY TABLES IN ENTRANCE HALL: Yes/No HOW MANY: _____

FROM WHAT TIME WOULD YOU LIKE THE HALL: _____

DO YOU WANT TO MAKE USE OF OUR GUARDS: Yes/No HOW MANY: _____

=====

BANKING DETAILS TO REFUND DEPOSIT:

NAME OF THE ACCOUNT HOLDER: _____

BANK: _____

BRANCH CODE(COMPULSARY): _____

ACCOUNT NO: _____

AMOUNT: _____

SIGNATURE: _____

FOR OFFICE USE:

REFUND RETURNED/ PAID: _____ DATE: _____