



## **HIRING OF THE POORTJIE HALL**

HEREWITH THE INFORMATION, CONDITIONS AND COSTS FOR THE HIRING OF THE POORTJIE HALL:

### **1. WHAT DOES THE HIRING OF THE HALL INCLUDES:**

1.1 The following is included in the hiring price, whether it is used or not:

1.1.1 The HALL (12m x 18,4m) with side HALL (5,5m x 18,4m), in respect of which we recommend the following:

- 1.1.1.1 maximum of 150 (One hundred & fifty) guests at tables;
- 1.1.1.2 maximum of 250 (Two hundred & fifty) guests seated in rows;
- 1.1.1.3 minimum of 50 (Fifty) guests;

1.1.2 Tables:

- 1.1.2.1 15 (Fifteen) round tables for 10 (Ten) guests, per table;
- 1.1.2.2 10 (Ten) long tables for 12 (Twelve) guests, per table;

1.1.3 Chairs: 150 (One hundred & Fifty) white plastic chairs;

1.1.4 Chapel with air-conditioning;

1.1.5 Kitchen equipped with 2 (Two) stoves, “urn” and “bain marie”;

1.1.6 Bar with under counter fridges;

1.1.7 Cold-room of 3m x 4m;

1.1.8 Bathrooms with electrical hand dryers – we only supply toilet paper;

1.1.9 Cutlery being one each of a plate, side plate, dessert bowl, knife, fork, spoon, teaspoon and 3 types glasses (eg. wine, champagne and water/coldrink glass) per person.

- 1.2 The following is not included in the hiring price, namely:
- 1.2.1 See the inventory pricelist attached hereto for the items available to hire, e.g. tablecloths, chair covers etc.;
  - 1.2.2 Additional cutlery;  
  
E-mail the list of additional that you may require not later than 5 days before the function date to [skafin@gmail.com](mailto:skafin@gmail.com).
  - 1.2.3 No personnel, waiters, security guards or any form of security. Liaise with us should there be a need for any of the aforementioned which, if possible, we would endeavor to gladly assist you at, unfortunately, extra costs for you.

**1.3 Our Bar Facilities are compulsory.**

- **Your own alcohol or drinks are not permitted on the premises, if there is any found you will forfeit your entire deposit.**
- **If you want to bring in your own wine, inquire about the Corkage Fees.**

**2. RESERVATIONS AND PAYMENT OF DEPOSIT:**

The reservation of the HALL and the date of the function as well as any other days to prepare and clean the HALL before and after the function will be reserved as soon as this document, duly signed by you and payment of the deposit has been received.

**3. DEPOSIT:**

- 3.1 A deposit of R5, 000.00 (Five thousand Rand) is payable:
- 3.1.1 to reserve or the date of the function or any extra date before and after the function;
  - 3.1.2 to serve as a deposit for any damages that may be suffered; and
  - 3.1.3 to serve as damages in the event of cancellation.
- 3.2 The deposit does not form part of the hiring price and will be forfeited as referred to in clause 7 herein later.

**4. APPROPRIATION AND REFUND OF DEPOSIT:**

- 4.1 Any damages for breakages or of whatsoever kind, or in the event of non-compliance with any of the terms and conditions of this document, the amount to be determent by us in our sole discretion, will be set-off and/or deducted against and from the deposit.
- 4.2 The deposit or any refund thereof, if any, will be refunded within 7 (SEVEN) days of the function – kindly furnish us with your bank details for such purposes.

**5. HIRING PRICE FOR THE HALL:**

**R20, 000.00** (TWENTY THOUSAND RAND) for the hiring of the HALL for the day of the function, regardless of the number of guests.

**6. PAYMENT OF THE HIRING PRICE AND EXTRAS:**

6.1 The total amount of the hiring price for the HALL is payable upon the signing of this document by you.

6.2 Payment for the hiring price for any extras that you would like to hire, will have to be made before the keys of the HALL will be handed to you.

6.3 No discount will be allowed for anything not used.

**7. WHAT HAPPENS IF I CANCEL?**

In the event of the cancellation of the reservation of the HALL, the total amount of the deposit will be forfeited.

**8. WHAT MUST I CHECK ONCE THE KEYS HAVE BEEN RECEIVED?**

8.1 The counting of the quantity of equipment as well as extras is your own responsibility. If you do not count same, the inventory list that will be supplied, will be deemed as correct and for which you will be held responsible.

8.2 Check that all bulbs are working. Bulbs will not be changed during the function.

8.3 Make sure that you understand how all the electrical and other devices and/or appurtenance (e.g oven, cold-room) work.

8.4 You are obliged, if you make use of any caterers, planners or any assistants or any third parties such as bartenders, waiters, security guards and any other personnel to duly inform and make sure that same is aware of the conditions, rules and terms that may in terms of this document be applicable. You will further be responsible that such people at all times strictly adhere and comply with the said conditions, rules and terms, failing which, you will be the liable party.

8.5 Make sure that the HALL is clean. NB! Once you have received the key there will be no more cleaning done by us.

**9. WHAT MUST HAPPEN AFTER THE FUNCTION?**

9.1 Clearing and cleaning of the HALL is your sole responsibility! Rubbish including rubbish in dustbins must be contained in black refuse bags and be left inside the HALL. Stray dogs have a tendency to tear open the bags if they are left outside.

9.2 Tables and chairs must be stacked, as you have received it.

- 9.3 You must make arrangements in advance, how many days it will take to clear and clean the HALL in order to vacate the HALL by not later than 17:00.
- 9.4 Kindly liaise with us in order, if available, we can assist you to arrange to have the HALL cleared and cleaned by a cleaning team at additional costs payable by you.
- 9.5 The HALL must be left as you have received same.
- 9.6 Floors do not have to be washed or swept.
- 9.7 Signs, notices and poster that have been introduced for whatever reason and to furnish directions with regard to the function, must be removed.

**10. CONDITIONS OF WHICH YOU MAY BE WONDERING:**

- 10.1 An appointment must be made if you would like to view the HALL. Viewing will only be allowed from Mondays to Fridays between 8:00 and 17:00.
- 10.2 If you fail to strictly comply with the rules applicable in terms of this document and as a result of which we may suffer any damage or inconvenience, we will be entitled in our sole discretion, to apply a portion of or the total deposit in recovering such damages and should the deposit not be sufficient, the balance of same, will be recovered from you.
- 10.3 There is no generator available at the HALL. Eskom supplies the electricity. We do not take responsibility if there is a failure in the power supply for whatever reason.
- 10.4 We do not take any responsibility if there is a failure in the supply of water for whatever reason. We will however do everything possible to solve any such problem but cannot be held responsible for any damages or inconvenience in such regard.
- 10.5 Cutlery and crockery are kept in a pantry from where it is counted and distributed. Although it was cleaned when eventually stocked, you may find some dust on same. Polishing and cleaning of crockery and cutlery is your own responsibility.
- 10.6 The cleaning of chairs and the applying of chair covers, if used, is your own responsibility.
- 10.7 No drilling of holes in the HALL or in any other structures is allowed.
- 10.8 Please conserve electricity. Kindly therefore attend at all times to have lights and appurtenances which are not in use, switched off and that the cold-room lights are switched off after the function.
- 10.9 Kindly provide your own soap and hand lotion in ablution facilities.
- 10.10 There is no cut- off time when the function should be terminated. See however the contents of clause 5.2 hereof.

- 10.11 Kindly however attend to minimize noise as well as the volume of music after 24:00 on the day of the function.
- 10.12 You are hereby unconditionally and irrevocably indemnifying us from any liability and/or claim of any nature and which any third party may possibly have.
- 10.13 The use of the HALL is upon your sole RISK. You will consequently be held responsible for any damages of whatever nature and/or to any movable or immovable property on which the HALL is situated or of any third party irrespective of whether such damages is caused by any act or omission by you and/or your guests and/or any third party at and as part of the function or howsoever present at the function.

**11. BANK DETAILS FOR PAYMENTS TO BE MADE:**

All payments must be made in the following bank account:

POORTJIE WEDDING VENUE AND GUEST HOUSE  
 FNB VICTORIAN BRANCH - HEIDELBERG  
 CHEQUE ACCOUNT NUMBER: 62561867113 - CODE: 250054

**12. IF YOU ACCEPT THE HIRING OF THE HALL, PLEASE COMPLETE THE REST OF THIS DOCUMENT, SIGN SAME BELOW AND E-MAIL SAME TOGETHER WITH PROOF OF PAYMENT OF THE DEPOSIT.**

I,

Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

of: \_\_\_\_\_

Telephone number and e-mail address: \_\_\_\_\_

do hereby accept and submit to the terms and conditions set out in this document and hereby reserve the hiring of the following items and quantities subject to the cost related thereto, being:

**12.1 Date/s for hiring of HALL:**

\_\_\_\_\_

**12.2 Date/s and number of days used before and after the function:**

\_\_\_\_\_

**12.3 Deposit Amount:**

**R5 000.00** (FIVE THOUSAND RAND).

12.4 **Date of payment of deposit:**

The signing of this document by myself.

12.5 **Amount of hiring price:**

HALL for day of function - **R20 000,00** (Twenty Thousand Rand) per day;

12.6 **Date of payment of hiring price:**

Upon the signing hereof by myself – See clause 6 hereinbefore.

12.7 **Hiring price for extras:**

\_\_\_\_\_

12.8 **Date of payment for hiring extras:**

Before the key of the HALL is received – See clause 6 hereinbefore.

12.9 **Bank details for deposit refund:**

Name of bank: \_\_\_\_\_

Account number: \_\_\_\_\_

Branch code: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**THANK YOU FOR YOUR SUPPORT AND WE TRUST THAT YOU FIND THE HALL TO YOUR SATISFACTION.**

If there are any further queries please do not hesitate to contact us.

Kind Regards.

**KATRYN BEAURAIN**

DATE: \_\_\_\_\_