



HIRING OF THE POORTJIE BARN

HEREWITH THE INFORMATION, CONDITIONS AND COSTS OF THE HIRING OF THE POORTJIE BARN.

1. WHAT DOES THE HIRING OF THE BARN INCLUDES:

- 1.1 The following is included in the hiring price, whether it is used or not:
 - 1.1.1 The BARN (50 X 20m) in respect of which we recommend the following:
 - 1.1.1.1 Between 200 (Two Hundred) and 600 (Six Hundred) guests. 10 (Ten) of guests by round tables; or
 - 1.1.1.2 Between 200 (Two Hundred) and 660 (Six Hundred & Sixty) guests, 12 (Twelve) of guests by long tables; or
 - 1.1.1.3 Between 200 (Two Hundred) and 1530 (One thousand five hundred & thirty) guests;
 - 1.1.2 Kitchen equipped with 2 (Two) stoves, “urn” and “Bain Marie”;
 - 1.1.3 A cold-room 3m x 4m
 - 1.1.4 Bathrooms – we will only supply the toilet paper;
 - 1.1.5 Cutlery being one each of a plate, side plate, dessert bowl, knife, fork, spoon, teaspoon and 3 types of glasses (eg. wine, champagne and water/cold drink 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, chairs covers etc.;

1.2.2 Additional Glassware;

Email the list of additional that you may require not later than 5 days before the function date to skaftin@gmail.com.

1.2.4 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 BARN and the date of the function as well as any other days to prepare and clean the BARN 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 R10, 000.00 (Ten Thousand Rand) is payable:

3.1.1 to reserve 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;

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 whatever 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 sett-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 BARN:

- 5.1 **R25, 000.00** (Twenty Five Thousand Rand) for the hiring of the BARN for the day of the function, regardless the number of guests.
- 5.2 **R500.00** (Five Hundred Rand) for everyday before and after the function.

6. PAYMENT OF THE HIRING PRICE AND EXTRAS:

- 6.1 The total amount of the hiring price for the BARN is payable upon the signing of this document by you.
- 6.2 Payment of the hiring price for any extras that you would like to hire, will have to be made before the keys of the BARN 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 BARN, 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 ad hear and comply with the said conditions, rules and terms, failing which, you will be the liable party.

- 8.5 Make sure that the BARN is clean. NB! Once you have received the key there will be no more cleaning done by us.
- 8.6 This is a working BARN; the walls are rough and cannot be washed (cement & bricks). There are 2 large doors where dust can come in, we take no responsibility hereof.

9. WHAT MUST HAPPEN AFTER THE FUNCTION?

- 9.1 Clearing and cleaning of the BARN is your sole responsibility! Rubbish including rubbish in dust bins must be contained in black refuse bags and be left inside the BARN. 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 received it.
- 9.3 You must make arrangements in advance, how many days it will take to clear and clean the BARN in order to vacate the BARN 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 BARN cleared and cleaned by a cleaning team at additional costs payable by you.
- 9.5 The BARN must be left as you have received same.
- 9.6 Floors do not have to be washed or swept.
- 9.7 Signs, notices and posters 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 BARN. 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 damages 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 not a generator available at the BARN. 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 some. 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 BARN 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, should switched off and that the cold-room lights are switched off after the function.
- 10.9 Liquor License must be obtained by yourself and submitted to us before serving any alcohol.
- 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 provide your own soap and hand lotion in ablution facilities.
- 10.12 Kindly however attend to minimize noise as well as the volume of music after 24:00 on the day of the function.
- 10.13 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.
- 10.14 The use of the BARN is upon your sole RISK. You will consequently be held responsible for any damage of whatever nature and/or to any movable or immovable property on which the BARN is situate or of any third party irrespective of whether such damages is caused by any act or omission by you and/or your guest 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 BARN, PLEASE COMPLETE THE REST OF THIS DOCUMENT, SIGN SAME BELOW AND E-MAIL SAME TOGETHER WITH PROOF OF PAYMENT OF THE DEPOSIT

I hereby accept:

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 BARN:

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

12.3 Deposit Amount:

R10 000.00 (Ten Thousand Rand).

12.4 Date of payment for deposit:

The signing of this document by myself.

12.5 Amount of hiring price for BARN:

R25 000,00 (Twenty Five Thousand Rand) – Excluding deposit

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 BARN 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 BARN TO YOUR SATISFACTION.

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

Kind Regards

KATRYN BEAURAIN

DATE: _____