



# De Beers Associated Football Club

## Facility Hire Terms & Conditions

### 1. Interpretation

- "The Club" is the De Beers Associated Football Club
- "The Venue" is the De Beers AFC club house, bar facility, kitchen and or fields
- "The Hirer" is the person or organization hiring the Venue
- "The Function" is the event for which the Hirer is using the Venue
- "The Club Manager" a De Beers AFC member and duty barman

### 2. Hiring Process

Persons interested in hiring the venue should submit an online enquiry via the [admin@debeersafc.co.za](mailto:admin@debeersafc.co.za) email address.

The Venue will be considered hired when:

1. Confirmation of availability has been provided by the club;
2. The Acknowledgement of Terms by Hirer form has been completed and returned to the club;
3. A non-refundable deposit of 50% of the hiring fee has been paid to the club to secure the booking;
4. The remaining 50% venue hire due, has been paid at least 7 days before the function.
5. A cash breakage refundable deposit of R 500.00 to be paid on or before the function date.

Failure to comply will mean the booking is lost. Refundable deposit will be by negotiation with the Club Manager, and remains at the discretion of the Club Manager.

### 3. Facility Hire Fee

<b><i>De Beers AFC Facility Hire</i></b>	Unit Price	Quantity	Net Price
Hall Hire - same day till 24:00.	R 1 500.00	1	R 1 500.00
Bar services, Inc. one barman, glasses and ice.	R 600.00	1	R 600.00
Barman services after 24:00 per hour per barman.	R 50.00	0	R 0.00
Bsecure security guard, per guard till 24:00.	R 500.00	0	R 0.00
Hall cleaning and rubbish removal service.	R 500.00	1	R 500.00
Refundable breakage deposit	R 500.00	1	R 500.00
Field hire for playing football or events will be quoted for separately			
<b><i>Total cost - we are not VAT Registered</i></b>			<b><i>R 3 ,100.00</i></b>

### 4. Bar Service and Liquor Licence

The venue, through the club, is licensed to sell alcohol on a restricted club license.

No additional alcohol may be brought onto the venue and all alcohol must be purchased from the venue. The hirer is therefore bound by the terms and conditions of the clubs Liquor licence.

Our bar service includes the bar, one barman, ice and the supply of glasses (as defined below). The cost of which is included in the venue hire cost quoted above and is subject to our standard bar price list, availability and Liquor licence.

One barman is suitable for functions of 50 people or less. Functions of 50 to 100 people will be levied with an additional cost R 350.00 for an additional barman. Functions of 100 people and above will be levied with an additional cost R 700.00 for an additional two barman, making that 3 barman for the evening.

The type of glasses required depends on the type of function being held at the club. Our range of glasses is limited to the standard Beer Glass, Champagne Flute, Whiskey Tumbler and White Wine Glass. Quantities required must be requested in writing and emailed to [admin@debeersafc.co.za](mailto:admin@debeersafc.co.za) on the date of securing the venue hire. Our ability to supply glasses is dependent on our supplier's stock availability on date of order. The club will accept no liability or responsibility should stock not be available on the date of order.

Any additional or special glass requirements must be arranged by the hirer via Downings Hiring Supply or the hirers preferred hire supplier.

The bar stocks a standard range of alcohol's, any special requirements and requests must be made in writing and emailed to [admin@debeersafc.co.za](mailto:admin@debeersafc.co.za) at least 48 hour prior to the function.

Additional bar and watering services can be made available at an additional cost. Arrangements must be made in writing and emailed to [admin@debeersafc.co.za](mailto:admin@debeersafc.co.za) at least 48 hour prior to the function.

Breakages will be deducted from the refundable deposit.

## **5. Guest Numbers**

The Venue is able to accommodate a maximum of 120 guests for a sit down function and 150 guests for a standing up function. The Hirer agrees and acknowledges that it is the Hirer's responsibility to ensure that these numbers are not exceeded at the Function.

Special permission with the Club Manager and the Club Committee will need to be made should the number of guests exceed 150. Our standard rates do not apply for functions that exceed 150 people. An additional fee will be levied for functions that exceed 150 people and will be dependent on the nature of the function.

## **6. Availability**

The Venue is available for hire by negotiation with the Club's Manager and is subject to the Club's sporting priorities.

## **7. Refundable Deposit**

A refundable deposit of R 500.00 is required to be held by the Club Manager. This deposit will be refunded following the function, if the venue has been returned in a clean and tidy condition and these terms and conditions have not been breached by the hirer.

The refundable deposit must be provided in cash to the Club Manager upon arrival at the club.

The Club Manager will hold the deposit for a period of no more than 7 days following the function, or until such time as the keys have been returned. In the event of breakages and or damage to the venue, the Club Manager will supply the hirer with a detailed list and value of breakages and or damage to the venue for the hirers approval.

## **8. Fields**

The fields are the training area adjacent to the main area of the hall. This area is out of bounds during hall hire functions. Under no circumstances is it to be included as part of

the hall hire unless it has been requested for and paid for separately. Access to the fields during a hall hire function is prohibited under these terms.

The Club has 4 playing fields, the usage of which will be quoted on separately depending on the hire's requirements. The club will ensure that the selected hired field or fields are cut and marked with the goal nets installed prior to the hirer using the fields. It is the hirer's responsibility to ensure that the field or fields allocated to the hirers function are of the hirers required standard at least 2 days prior to the hirers function.

The hirer may not without the written consent of the clubs grounds man, introduce any items or equipment that might damage or scar the fields. The hirer may not introduce any additional field marking or make any adjustment to the field without the written consent of the clubs grounds man.

Two changing rooms within the venue will be made available to the hirer at no additional cost only when the hirer books and pays for field hire.

Special arrangements and conditions will need to be made if the Club is to be used for events such as music festivals and concerts. These will be quoted for separately depending on the hirer's requirements and will be subject to special terms and conditions.

## **9. Facilities**

The club owns a number of tables and chairs. These are available for the use of the hirer at no extra cost, as is the use of the bathrooms, kitchen and appliances within the kitchen, subject to these terms and the self-catering clause set out below.

Additional equipment required for the function must be provided by either the hirer, or the hirer's caterer.

My Little Kitchen is the preferred catering service for the club, pricing and inquiries must be made directly through Olga from "My Little Kitchen".

Olga from "My Little Kitchen" can be contacted on 082 3900 446 or [mylittlekitchen3@gmail.com](mailto:mylittlekitchen3@gmail.com)

Downings Hiring Supply is the preferred equipment hiring company of the club, pricing and equipment requirements must be negotiated directly with Downings Hiring Supply.

Downings Hiring Supply has special arrangements with the club to assist with the delivery and collection of hired equipment. The hirer will be subjected to and Downings Hiring Supply terms and conditions and the club will not be responsible for any breakage, cleaning or returning of items hired from Downings by the hirer.

Downings Hiring Supply can be contacted on 021 852 5405 or email [hire@downings.co.za](mailto:hire@downings.co.za) or visit [www.downings.co.za](http://www.downings.co.za)

If an Events Coordinator/ Party Planner is required please contact: Bianca Turck on 082 4077 294 or [bianca.s.turck@gmail.com](mailto:bianca.s.turck@gmail.com)

Hirers not making use of Downing's Hiring Supply must please ensure that all catering and hired equipment is removed from the club before 10:00 the day after the function. Special arrangements can be made depending on the availability of the hall if requested in writing to [admin@debeersafc.co.za](mailto:admin@debeersafc.co.za).

## 10. Cleaning of Premises

Our cleaning and rubbish removal service is included at R 500.00 and is non-negotiable.

This fee covers rubbish removal and the cleaning of the hall and bar area and does not cover the cleaning of hired items and or the kitchen.

The hirer must adhere to the terms and conditions of the hiring supplier and cater that the hirer engages with. The club will not be held liable for any damages, loses, cleaning or lack of service delivery in this regard.

Any additional cost incurred by the club in this regard will be deducted from the hirers refundable deposit.

In the event that the club needs to engage additional cleaners to return the venue to its original condition following the function, the amount of R 200.00, charged by the cleaners, shall be payable by the hirer and will be deducted from the refundable deposit.

In the event that the club is required to return equipment to its original location within the venue, the amount of R 100.00 will be deducted from the refundable deposit.

## 11. Prohibited Items and Restrictions

Prohibited items may not be brought onto the venue. Prohibited items may be confiscated by the Club Manager and or Duty Manager and may be handed over to the police at the discretion of the Manager.

The following Items are strictly prohibited from the venue.

- Confetti, rice, sparklers, helium balloons and anything which emits smoke in any form (including "smoke machines").
- Animals (except service animals to aid guests with disabilities).
- Fireworks.
- Illegal substances.
- Markers (permanent) and/or paint.
- Weapons and firearms

No weapons are allowed in the venue. Possession of a firearm or any other weapon is strictly forbidden. Possession of such a weapon will result in immediate confiscation, ejection and possible arrest.

Open fires are strictly prohibited on the field, at the entrance, along the entrance road and outside of the club house.

Non-smoking signs are to be adhered to at all times and are posted on the entrance road and around the club house.

Any costs incurred by the use of prohibited Items, including inappropriate attendances by the fire brigade, or damage to the venue will be the responsibility of the hirer. Marking tape and nails are not to be used in the decorating of the venue.

## **12. Access**

Access to the Venue will be allowed 3 hours prior to the commencement of the function for the purpose of preparing the venue for the function. The hirer may not change this arrangement without prior consultation with the Club Manager.

To arrange access to the venue, the Hirer should provide the Club's Manager in writing with his contact details and date and time as to when the hirer would like access to the venue. The Club Manager shall make arrangements with the Clubs security company and ensure that the venue is open.

It is the hirer's responsibility to return the keys to the club following the function. Failure of the hirer to return the keys to the club within 7 days entitles the club to deduct R 500.00 from the refundable deposit.

## **13. Liability for Damage or Personal Injury**

The club shall not be responsible for any loss or damage sustained by the hirer or their guests through the use of the venue for a function, or in preparing for a function (including personal injury whether or not suffered under statute, negligence or other means) and shall not be liable for the loss of any items of property left at the venue.

The hirer agrees to be liable for any damage or loss caused to the venue, its fittings or equipment for the duration of the hire. This includes damage caused by the hirer, guests of the hirer, or any contractors engaged by the Hirer.

## **14. Behavior**

The Club expects the Hirer and guests to conduct themselves in a responsible manner. The club reserves the right to exclude or have removed from the venue, any persons whose behavior is causing offence to others.

Damage to the venue and theft of club items will result in criminal charges being brought against the hirer. The hirer will be liable for the cost to repair or replacement of damaged or stolen items as well as the club legal expenses.

## **15. Self-Catering Liability**

The club offers hirer's the opportunity to provide their own catering for their function. It is the hirer's responsibility to ensure that access to the kitchen during the function is restricted to those properly authorised by the hirer to assist in catering duties. The kitchen itself is a prohibited area of the club for any guests which are not involved in directly assisting with catering for the function.

The hirer acknowledges that damage to equipment or injury to persons arising from the use of the venue, as well as of the kitchen, or other catering functions within the club will be the responsibility of the hirer and that the club will not bear any liability or responsibility for such damage or injury.

The hirer further acknowledges that any damage to the kitchen or its appliances, as a result of the use of the kitchen during the function will be the responsibility of the hirer.

The hirer further acknowledges that the cleaning of the kitchen and its appliances, will be the responsibility of the hirer's caterers and that the hirer takes responsibility to ensure that the kitchen is restored to that same condition in which it was found. The cost of cleaning the kitchen, if required will be deducted from the hirer's refundable deposit.

The club provides a number of fire safety items of equipment both in the kitchen and throughout the club. The hirer agrees to familiarise him or herself with the use and location of these before the function, and to ensure that persons involved in catering for the function are similarly aware of the location and use of these items of equipment.

**To secure your booking, please complete the following form and Fax or return via email together with the 50% non-refundable deposit.**

**Attention: Club Secretary, De Beers AFC**  
**Email: [admin@debeersafc.co.za](mailto:admin@debeersafc.co.za) or Fax: 021 842 0055**  
**Phone: Mark Lansdell 082 600 5573 (Chairman)**  
**Phone: Melinda Morgan 084 337 7773 (Club Secretary)**

**Your booking will be considered tentative until this form and deposit payment has been received.**

**Tentative bookings will automatically lapse after 7 days of reservation. You will be notified by the club secretary as to whether or not your booking has been accepted. If it has not been accepted the deposit will be returned. If it has been accepted final numbers and payment in full is required 7 days prior to the function.**

# Acknowledgement of Terms by Hirer

I have read and agreed to the Terms and Conditions of the hiring of the venue and or fields at the De Beers Associated Football Club.

Name: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Number of guest: \_\_\_\_\_ Number of barman: \_\_\_\_\_

Invoice details: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Drinking Glass quantity requirements:

Beers Glass

Champagne Flute

Whiskey Tumbler

White Wine Glass

50% non-refundable deposit:  EFT Payment Date: \_\_\_\_\_

Final Payment due 7 days before function: Payment Date: \_\_\_\_\_

## ***Banking Details:***

**De Beers AFC, Current account  
Standard bank – 051 001  
Account Number – 072296852  
Reference – Venue Hire & Date of Function**