



# De Beers AFC

## Venue Hire Terms & Conditions

### Matric After Party

#### 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

#### 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, and
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. Venue Hire Fees – Matric After Party

<b>Matric after party services</b>	Unit Price	Quantity	Net Price
Hall Hire - From 19:00 to 10:00 the following day.	R 3 500.00	1	R 3 500.00
Barman services.	R 500.00	2	R 1 000.00
Bsecure security guards.	R 700.00	3	R 2 100.00
Hall cleaning and rubbish removal service.	R 500.00	1	R 500.00
<b>Total cost</b>			<b>R 7 100.00</b>

## **4. Guest Numbers**

The Venue is able to safely accommodate a maximum of 150 standing guests in our main hall area with an additional 50 guests within our bar and balcony areas. The Hirer agrees and acknowledges that it is the Hirer's responsibility to ensure that these numbers are not exceeded at the Function.

## **5. Availability**

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

## **6. Breakage and Cleaning 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.

## **7. 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 will allocate an area on the fields that can be used as a camping area. The A and B fields will be strictly out of bounds for camping.

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.

## **8. 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.

The bar and a barman are included in the venue hire cost and are subject to our standard bar price list and Liquor licence, that will be made available on request. Additional bar and waitering services can be made available at an additional cost. Arrangements must be made and negotiated directly with the Club Manager. No alcohol may be brought onto the premises. Additional equipment required for the function must be provided by either the hirer, or the hirer's caterer.

## **9. Cleaning of Premises**

The Hirer must ensure that the Venue is returned to a clean and tidy condition immediately at the conclusion of the function. All rubbish must be removed from the venue and rubbish must not be left in the vicinity of the venue as the club will incur charges for its removal which will be passed onto the hirer through the refundable deposit.

The club has levied a cleaning and rubbish removal cost onto your charges. 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, an amount of R 100.00 will be deducted from the refundable deposit.

## **10. 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.

## **11. 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.

## **12. 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.

## **13. 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.

## **14. Liquor Licensing**

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.

## **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 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.

## 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.

Signed: \_\_\_\_\_

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

Organisation (if applicable): \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Hire Fee Payment:  Cash  EFT  
Refundable deposit:  Cash  EFT

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

**To confirm your booking, please complete this form and return it to the De Beers AFC together with the deposit.**

**Attention:** Club Secretary, De Beers AFC  
**Email:** [admin@debeersafc.co.za](mailto:admin@debeersafc.co.za) or **Fax:** 021 842 0055  
**Phone:** Glynn Kelly 078 586 1787 (Club Manager)  
**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.**