



PROCEDURES, TERMS & CONDITIONS FOR HIRING THE CLUBHOUSE AT RIETVLEI RIDGE COUNTRY ESTATE

1. Venue Hire

The Clubhouse (here after also referred to as the “Venue”) is available for private functions held by permanent residents of Rietvlei Ridge Country Estate. The Venue constitutes out of (i) the built-in braai area and open patio; (ii) the lawn in front of the open patio. The pool and surrounding lawn are not included in the Venue hire and will be accessible to all residents during the function. Attendees are limited to a maximum of twenty (20) people per function. The Clubhouse will be rented out on the sole discretion of Rietvlei Ridge Country Estates Home Owners Association (“RRHOA”). All communication related to the hiring of the Venue must be addressed to the Estate Manager via e-mail (estatemanager@rietvleiridge.co.za).

2. Booking of Venue

Booking

All bookings to be made with the Estate Manager by completing a booking form (*Annexure A*). Bookings must be made at least one (1) week in advance. A payment of R600 must be paid to the Estate Manager - R200.00 is for the venue hire and R400.00 is a refundable deposit.

All cancellations must be done in writing/e-mail at least three (3) business days before the function date.

Access

The Estate Manager will arrange access to the Venue one (1) hour before the function commences or as per arrangement. The keys must be returned to the Guardhouse an hour after the function ended.

3. Fees

Booking Fees

- The Venue will be available at a non refundable flat rate of R200-00 for a maximum period of four (4) hours (excluding one hour set up and one hour cleaning times).
- A R400 refundable breakage deposit will be payable per booking. This fee will be refunded within five (5) business days after the function date, subject to terms and conditions as set out in *point 6* of this document. The RRHOA reserves the right to charge any additional cost for the account of the applicant, should the damage exceed the breakage deposit.

The full Venue fee of R600-00 is payable within three (3) business days after provisional booking was made. If the Estate Manager does not receive the payment in three (3) business days of the provisional booking, the venue will automatically be available for renting and you forfeit your provisional reservation.

4. Facilities

The following facilities will be made available:

- Bathrooms
- Kitchen
- Built-in Braai
- Open Patio
- 20 Chairs
- 2 Trestle Tables (if more tables are needed, please provide own)

The applicant must provide their own:

- Catering
- Decorations
- Cutlery
- Cleaning Materials
- Towels
- Hand soap
- Toilet Paper
- Garbage bags
- Ashtrays

5. Service Providers & Guest

The safety and security of the residents of the Estate is the number one priority of the RRHOA. Including, but no limited to, all guests and service providers will adhere to (i) the general terms and conditions of the Estate, (ii) the terms and conditions set out in *point 6* of this document and (iii) the following terms & conditions as set out below:

- The applicant must register his/her guests with the Estate Manager by completing *Annexure B*. Security Guards at the Estate will deny access to any guest or service provider whose details do not appear on the list. The complete and final list must reach the Estate Manager the day before the function date.
- Service providers, such as (but not limited to) caterers, photographers, party planners, florists etc that will remain for the duration of the function must be included in the final number of attendees and not exceed the twenty (20) people limit per function.
- The applicant takes full responsibility for the actions of their guests and service providers. The applicant will be held accountable for any damages caused by their guests or service providers at the Venue and/or on the premises of the greater Estate.
- Guests and service providers are not allowed to roam the premises of the Estate and should immediately be directed to the Clubhouse.
- The applicant, guests and service providers are not allowed to make use of any of the staff or security guards employed by the Estate in assisting them with setting up or cleaning the venue at any point in time.
- The RRHOA reserves the right to immediately cancel the function should it be brought under their attention that the applicant, guests or service providers interfere, disturb or verbally abuse any staff employed by the Estate.
- Extra caution should be taken with the placement of candles, oil lamps and any other hazardous material that may cause damages. The RRHOA reserves the right to charge the applicant in full for damages caused to any tables, chairs, floor etc as a result of burns and/or wax drippings.

6. General Terms & Conditions

- Only permanent residents (including tenants) of Rietvlei Ridge Country Estate may hire the Clubhouse facilities.
- No more than twenty (20) people will be allowed per function.
- Functions to be held during the week will not exceed the 18h00 curfew.
- Functions to be held during the weekend will not exceed the 20h00 curfew.
- Noise levels should be kept low at all time. The RRHOA reserves the right to cancel the function and request that all attendees leave the premises immediately, should they receive any complaints from residents.
- The RRHOA reserves the right to close the function at any time and for any reason if the function is deemed to be harmful to the property, staff or residents.
- The applicant will be responsible for the cleaning of the venue. You will have one (1) hour after the function ended to clean the venue and return the keys or as per the arrangement with the Estate Manager. Failing to do so will result in a penalty fee of R300-00 (Three Hundred Rand) deductible from the Breakage Fee.
- The Estate does not have a liquor license and therefore selling of alcohol on the premises of the Estate, including the Clubhouse, is illegal and not permitted. Setting up a “cash bar” is not allowed.
- Excessive use of alcohol, loud music and abusive language will not be tolerated at the Venue or any other public areas in the Estate.
- No smoking is allowed in the toilets or kitchen.
- No dropping of cigarette buds, bottles or any other litter is permitted in the flowerbeds, lawn, pool or

any other public area surrounding the Venue. The applicant will be held responsible and a cleaning penalty fee of R300-00 (Three Hundred Rand) will be deducted from the Breakage Fee.

- The Venue will not be rented out for:
 - a. Church or political gatherings of any sort;
 - b. pool parties;
 - c. dancing; and/or
 - d. Creational parties that includes any form of nudity.

In the event that the RRHOA and the Estate Manager have been misled to the nature of the function, a penalty of R3 000- 00 (Three Thousand Rand) will be instituted against the applicant.

- The RRHOA will not be held liable for interruptions of services such as, but not limited to water, electricity, and sanitary services.
- The RRHOA, its employees or any other person employed by the Estate, will not be held responsible for damages, losses or injury to the applicant, guest and service providers attending the function due to negligence or any other cause whatsoever.
- The applicant will be held responsible and billed accordingly in the event whereby the Venue, furniture, surrounding gardens, décor or napery is damaged during the function, set-up or breakdown operations of the function.
- Service areas, such as but not limited to the pool pump house, storage facilities and gate house are strictly restricted to the staff of the RRHOA.
- No paper/plastic confetti or any other snippets of material to be used in or around the venue for decorative or any other purpose.
- The RRHOA reserves the right to cancel any function forthwith and without any liability on its part in the event of any damage to or destruction of the venue by force beyond RRHOA control such as, but no limited to unrest, any act of nature or any other cause whatsoever. In this instance all fees paid to date will be refunded.
- All décor and props for functions must be removed within one hour of the end of the function, unless a special arrangement has been made with the Estate Manager. Any items not collected, will be removed from the venue and the RRHOA will not be held responsible for the storage or safekeeping of these items.

Appendix A: Application & Booking Form – Hiring of the Rietvlei Ridge Country Estate Clubhouse

This application and booking form must be completed and sent to the Estate Manager via e-mail at estatemanager@rietvleiridge.co.za. Please take note that the applicant is responsible for all payments, including but not limited to booking fees, breakage fees, penalty fees and all other applicable cost set out in this document.

Applicant - Full Name(s) : _____
Applicant - Surname : _____
Applicant ID number : _____
Physical Address in the Estate : _____
Mobile Number : _____
E-Mail : _____
Function Date : _____
Time Slot : _____
From ____h ____am / pm to ____h ____am / pm
Type of Function (e.g. Stork Tea; Morning Birthday Tea; Braai with friends; Bridal Shower etc. : _____
Number of people attending the function : _____

I, _____ (applicant), ID number _____, hereby agree and confirm that I fully understand and agree to abide by the terms and conditions as set out in this document by the Rietvlei Ridge Home Owners Association.

Applicant Signature: _____ Date: _____

Appendix B: Guest List and Service Providers

The applicant must complete the list and submit to the Estate Manager via e-mail at estatemanager@rietvleiridge.co.za. the day before the function. The security staff will use this form to control access to the Estate. No names will be added to the list after submission. Access to the Estate will be denied if your guests and/or service provider(s) name and contact details do not appear on the list. No exceptions will be made.

	Guest	Service Provider		Full Name & Surname	ID Number	Contact Number	Vehicle Registration Number
1.		Attending	One Hour Access				
2.		Attending	One Hour Access				
3.		Attending	One Hour Access				
4.		Attending	One Hour Access				
5.		Attending	One Hour Access				
6.		Attending	One Hour Access				
7.		Attending	One Hour Access				
8.		Attending	One Hour Access				
9.		Attending	One Hour Access				
10.		Attending	One Hour Access				
11.		Attending	One Hour Access				
12.		Attending	One Hour Access				
13.		Attending	One Hour Access				
14.		Attending	One Hour Access				
15.		Attending	One Hour Access				

	Guest	Service Provider		Full Name & Surname	ID Number	Contact Number	Vehicle Registration Number
16.		Attending	One Hour Access				
17.		Attending	One Hour Access				
18.		Attending	One Hour Access				
19.		Attending	One Hour Access				
20.		Attending	One Hour Access				