

## Club House Hiring Terms & Conditions

### 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 (i) the built-in braai area and open patio; (ii) the lawn in front of the open patio and (iii) the hall. 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 thirty (30) people (including children under the age of 6) and ten (10) vehicles per function. The Venue 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). No bookings via Pretor Estates (Pty) Ltd will be accepted.

### 2. Booking of Venue

All bookings to be made with the Estate Manager by completing a booking form (Annexure A). Bookings must be made at least three (3) weeks in advance. Payments, proof of payments and confirmation of booking must be done as highlighted in point 3 of this document.

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

### 3. Fees

#### Booking Fees

The Venue will be available at a non-refundable flat rate of R600,00 (Six Hundred Rand) for a maximum period of six (6) hours (excluding one hour set up and one hour cleaning times).

A R1 000,00 (One Thousand Rand) refundable breakage deposit will be payable per booking. This fee will be refunded within seven (7) business days after the function date, subject to terms and conditions as set out in point 7 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 (Six Hundred Rand) is payable within three (3) business days after provisional booking was made. Proof of payment must be forwarded to the Estate Manager. If the Estate Manager does not receive proof of payment within three (3) business days of the provisional booking, the venue will automatically be available for renting, and you forfeit your provisional reservation.

The breakage deposit is payable five (5) business days before the function date. Proof of payment must be forwarded to the Estate Manager.

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Booking confirmations will be communicated upon receipt of all required payments. Should you not receive the confirmation of booking three (3) business days before the event, please contact the Estate manager to confirm your booking.

Access to the Venue will not be arranged without the necessary agreements or payments being place.

### Cancellation Fees

A R150,00 (Hundred and Fifty Rand) cancellation fee will be charged for bookings cancelled within seven (7) business days of the booking. Should a booking not be cancelled within forty-eight (48) hours of the booking date, the full venue hire fees shall be forfeited.

### Payment

No cash or cheque payments will be allowed. Only EFT payments (Internet Banking) will be accepted. All booking fees must be paid into the bank account details below.

Account holder: Rietvlei Ridge HOA  
Bank: First National Bank  
Bank Account: 51424279408  
Branch Code: 251 445  
Payment Reference: SRIR 43005X  
Email proof of payment to: [estatemanager@rietvleiridge.co.za](mailto:estatemanager@rietvleiridge.co.za)

The full Breakage Fee deposit will be refunded within five (5) business days after the post-function inspection has been concluded on the first Business Day following the function date.

## 4. Venue Facilities

The following facilities are made available:

- Bathrooms
- Kitchen
- Built-in Braai
- Open Patio
- Enclosed club house area
- 23 chairs
- 2 Trestle tables
- Bathrooms (Hand soap, toilet paper x 2 rolls per bathroom)

Any additional requirements are to be arranged by the applicant.

## 5. Safety and Security

The safety and security of the residents of the Estate is the number one priority of the RRHOA. Including, but not limited to, all guests and service providers will adhere to (i) the general terms and conditions of

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the Estate, (ii) the terms and conditions set out in point 7 of this document and (iii) the following terms & conditions as set out below:

- i. 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 at least one business day before the function date. Failing to do so will result in the involuntary cancellation of the function. No exceptions will be made.
- ii. 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 which shall not exceed the thirty (30) people limit per function.
- iii. 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.
- iv. Guests and service providers are not allowed to roam the premises of the Estate and should immediately be directed to the Venue.
- v. 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.
- vi. 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 or other Residents.
- vii. 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 because of burns and/or wax drippings.

## 6. General Terms & Conditions

- The application for refund should be accompanied with the Proof of Bank in the same name as that of the applicant.
- Only permanent residents (including tenants) of Rietvlei Ridge Country Estate may hire the Venue.
- No more than thirty (30) people (including children under the age of 6) will be allowed per function. The applicant may apply in writing to the RRHOA in the event where the number of people is more than thirty (30). It is at the sole discretion of the RRHOA to approve or reject the request.
- Functions to be held during the week will not exceed the 20h00 curfew.
- Functions to be held during the weekend will not exceed the 22h00 curfew.
- Noise levels should always be kept low. 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 for excessive noise or loud music.
- 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.

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- 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 Venue, 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 hall, toilets or kitchen.
- No dropping of cigarette butts, 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:
  - Church or political gatherings of any sort
  - pool parties
  - dancing; and/or
  - Creational parties that include any form of nudity.

In the event 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 applicants Levy account.

- 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 not 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 the six-hour rental period, 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.

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## 7. Conclusion

Please keep in mind, when hiring the Venue, as a resident of Rietvlei Ridge Country Estate, it is your responsibility and duty towards yourself and the rest of the residents to ensure that the Venue and the surrounding public areas are in prime condition. We request that no unnecessary waste of electricity and water takes place. We all pay levies to ensure that we live in a secure, tranquil and well-kept Estate. As homeowners and tenants, we are invested in the financial upkeep of the Estate. Damages, abuse of facilities and any other form of disturbances have an impact on all of us.

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### Appendix A – Application to rent Rietvlei Ridge Country Estate Club house

This application and booking form must be completed and sent to the Estate Manager via e-mail at [estatemanager@rietvleiridge.co.za](mailto: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 Details**

Full Name(s) \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Identity Number \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Mobile Number \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Function Details**

Date \_\_\_\_\_  
 Start time \_\_\_\_\_  
 End time \_\_\_\_\_  
 Type of Function \_\_\_\_\_  
 Expected attendees \_\_\_\_\_

### 8. Agreement

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 as well the Rules of the Rietvlei Ridge Home Owners Association.

*Office use*

<b>Booking</b>	Confirmed <input type="checkbox"/>	Declined <input type="checkbox"/>	Reason _____
<b>Fees Paid</b>	Venue <input type="checkbox"/>	Date paid _____	
	Breakages <input type="checkbox"/>	Date paid _____	

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