

the Arena

BOOKING FORM

Please select the facilities you would like to book:

AREA	BOOK ✓	TARRIFFS
Entire Facility (Sport & Conference)	<input type="checkbox"/>	R 2000,00 per occasion (5 hours maximum)
Sports Arena Only (sport events only)	<input type="checkbox"/>	R 1000,00 per occasion (3 hours maximum)
Conference Facility Only	<input type="checkbox"/>	R 1000,00 per occasion (3 hours maximum)
Piano Usage (additional)	<input type="checkbox"/>	R 200,00 per hour
Kitchenette (additional)	<input type="checkbox"/>	R 500,00 per occasion (3 hours maximum)
Practice Sessions (Indoor Sports) & Set up for functions	<input type="checkbox"/>	R 400,00 per occasion

Please fill in using clear and legible writing:

Date booked: _____

Event Date: _____

Time: from _____ to _____

Full Name : _____

Contact No: _____

Email: _____

REFUNDABLE DEPOSIT (50%) R _____ (within 48 hours of booking)

PAID: DATE: _____

FULL AMOUNT : R _____ (paid 3 weeks before event)

PAID: DATE: _____

FOR FURTHER INFORMATION CONTACT : MRS LINDA RICHARDS
TEL : 021 855 4949 or EMAIL : admin@helderberghs.co.za

CONTRACT

DEPOSIT

A refundable deposit of 50% is payable within 48 hours after a booking has been made, which will be paid back after 10 working days, if no damage/breakages occurred. Should there be any damages/breakages, this will be compensated from the deposit, and the lessee/hirer will be responsible for the balance should there be a shortfall. No booking will be confirmed without the necessary deposit being made.

LEASE/RENTAL

The full tariff (excluding the deposit) is payable 2-3 weeks prior to the date of the rental. The lessor has the right to cancel the rental without any notice, should the necessary payment not be made on time.

CLEANING

If the venue or grounds are not cleaned properly by the hirer/lessee, cleaning services will be hired for this purpose and the cost will be deducted from the refundable deposit.

GENERAL

The hirer/lessee indemnifies the lessor against any damage or loss he/she might suffer during the hiring of the facility. The hirer undertakes to act in a responsible way that shall not cause any harm to the name of the school.

TERMS AND CONDITIONS:

- The kitchen is equipped with a stove, oven, fridge, freezer and microwave.
- Additional kitchen appliances, utensils, cutlery, crockery, tablecloths, etc. must be hired separately from your own supplier. No sporting goods are supplied.
- A 50% DEPOSIT is payable within 48 hours after the booking has been made.
- A cancellation fee of 20% will be charged if you cancel the booking. No cancellations will be made after the Full Amount has been paid to secure the booking.
- There are no security services included in the rental, please arrange your own security. The school will not be held responsible for any losses or damages incurred.
- Prices are subject to change without notice.

I, _____, ID no. _____ "the lessee" accept the above-mentioned conditions.

Signed at _____ on this _____ day of _____, 20____ .

Banking details: Nedbank – Somerset West
Branch Code: 106012
Account no: 1060 119 323
Type: Cheque
Ref: ARENA (Name and surname)

EMAIL DEPOSIT SLIP / PROOF OF PAYMENT (with the booking form) to Mrs Linda Richards
(021) 855 4955 / admin@helderbergghs.co.za

Banking details for refund of deposit: (10 days after hire date)

Account Holder's Name: _____ Bank: _____

Acc No: _____ Branch Code: _____ Type of Account: _____