

HOËRSKOOL STELLENBERG HIGH SCHOOL



FUNCTION ROOM – LESSEE INFORMATION

1. FUNCTION ROOM

- The room is approximately 220m².
- Approximately 120 persons can be accommodated.
- Fireplace/braai
- Serving area
- Kitchen has refrigerator, deepfreeze and microwave.
- Toilets
- Tables
- Chairs

2. DIE LESSEE MUST PROVIDE THE FOLLOWING:

- Tablecloths
- Crockery and cutlery
- Firewood
- Braai utensils

3. TARIFFS AND TIMES

- R3 500 plus R1 000 deposit
- Meetings R250 per hour minimum R500

4. PROCEDURE FOR HIRING

- Contact Hans Radyn at terrein@stellenberg.org.za or on 082 936 6559.
- The necessary documents will be sent to you via email. Please complete them and email them to terrein@stellenberg.org.za or fax to 021 919 3420 (for attention: Hans Radyn).

5. BANKING DETAILS

Stellenberg High School

STANDARD BANK

Branch code: 051001

Account number: 272279382

Reference: 4500/001 + Surname + Date of use

6. RULES AND REGULATIONS

- The venue may not be used for a children's party or 21st.
- Limited parking is available on the premises. No parking is allowed on the netball courts.
- The safety of vehicles cannot be guaranteed.
- Arrangements regarding the keys and remote must be made with Hans Radyn.

- Use of the venue is at own risk. The school cannot be held responsible for any injuries.
- Please do not paste anything onto the walls, ceiling or glass doors.
- No music after 24:00
- Make sure the placing of candles cannot cause any damage.
- Please lift and move the tables – do not drag it across the tiles.
- The lessee will be accountable for any damage. These costs will be deducted from the deposit.
- A cancellation fee of R1000 is payable if notice of cancellation is given within 7 days prior to the date of the booking. It will be deducted from the deposit.
- It is the responsibility of the lessee to clean the venue.

Please complete the following:

Name of lessee	
Contact number	
Date of function	
Time of function	
Type of function	

TERMS OF PAYMENT

The rent amount and deposit must be paid within 5 days after the booking. If not received in this period, the booking will be cancelled automatically.

Lessee's banking details for the refund of deposit:

Account holder	
Bank name	
Branch code	
Account number	

I hereby confirm that all terms and conditions will be adhered to.

Signature of lessee

Date