

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 Suzanne de Waal at dewaal@stellenberg.org.za.
- The necessary documents will be sent to you via email. Please complete them and return them by email to dewaal@stellenberg.org.za or fax to 021 919 3420 (for attention: Suzanne de Waal).

5. BANKING DETAILS

Stellenberg High School

STANDARD BANK

Branch code: 051001

Account number: 272279382

Reference: 4500/015 + 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 Marianne Wolstenholme (finance office at the school).
- 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 ensure that the venue is secure and that the alarm is set upon departure. Additionally the entrance gate to the school must be closed during and after the event.

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