

## RIVONIA VILLAGE HALL

Email: rivhall.106@gmail.com

Address: Corner Rivonia Boulevard and 10<sup>th</sup> Ave  
Edenburg, Rivonia



## FUNCTION INFORMATION FORM

PLEASE COMPLETE THIS FORM WITH AS MUCH INFORMATION AS POSSIBLE, IN ORDER TO BE QUOTE CORRECTLY.  
PLEASE NOTE A DEPOSIT FEE WILL BE CHARGED WITH THE HALL HIRE.

**CONTACT INFORMATION** (A copy of the client's ID / Passport is required on acceptance of quotation and booking)

**CONTACT PERSON** - \_\_\_\_\_

**CLIENT** (referred to as "you/your") - \_\_\_\_\_

**PHYSICAL ADDRESS** - \_\_\_\_\_

**POSTAL ADDRESS** - \_\_\_\_\_

**E-MAIL ADDRESS** - \_\_\_\_\_

**TELEPHONE & CELL PHONE NUMBERS** - \_\_\_\_\_ & \_\_\_\_\_

### **FUNCTION DETAILS**

**PREFERRED DATE OF FUNCTION** - \_\_\_\_\_

**PREFERRED TIME FOR FUNCTION** - **Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

**TYPE OF FUNCTION** (Lecture/ presentation/ service/ celebration) \_\_\_\_\_

**NUMBER OF GUEST** - \_\_\_\_\_

### **FUNCTION SETUP**

**CATERING** (Details, type of catering etc.) - \_\_\_\_\_

**KITCHEN USAGE** (Preparation / serving / cooking / etc) - \_\_\_\_\_

**ON SITE COOKING** (Re-heating / Braai'ing/ Cooking) **YES / NO**

**DISH WASHING** **YES / NO**

**FURNITURE** (Type of setup, style of seating, school room/ banquet, other) - \_\_\_\_\_

**CHAIRS** – 110x Available for hire ☐

**STEEL FOLDING TABLES** – 5x Available for hire ☐

**DECORATION** (Do you intend to decorate the hall? If so please give details so that these can be discussed and approved) - \_\_\_\_\_

**SET-UP / TAKE-DOWN TIME** (If decorating and/or function specific setup is required before the event please advise time required) - **SET UPS TIMING** (hours/days) ☐ **TAKE DOWN TIMING** (hours/days) ☐

**AUDIO VISUAL** (No equipment is supplied, any equipment required will need to be approved before hand, please note no sound equipment may exceed 45 decibels) - \_\_\_\_\_

**SECURITY** (Will you require security at your function?) - \_\_\_\_\_

**SPECIAL REQUIREMENTS** (Including usage of the outside front garden and courtyard for function or the erecting of tents etc) - \_\_\_\_\_

## TERMS AND CONDITIONS

- The hall may only to be used during the times specified.
- The hall may only be used for the stated purposes.
- No illegal activities may take place in, on or around the premises of the hall.
- Permits - A permit maybe required to hold “your” function please discuss the details with us to confirm.
- The venue is unlicensed - alcohol may not be consumed or brought onto the premises.
- No smoking is allowed in the hall building.
- Noise my not exceed 45 decibels - No loud music, shouting screaming, hooting etc. is permissible at any time in or around the premises.
- The hall should be inspected by a member of “your” party on arrival and prior to set-ups for “your” event. If there is anything that is damaged or broken; or if the hall has been left in an unsuitable condition by previous ‘tenant’ please notify us immediately at the hand over.
- The hall and toilets are to be returned in the same condition as on handed over and the area/s are to be left clean and tidy after use. Please note that a cleaning fee will be charged, if the area is left in a ‘non-standard’ condition then an additional cleaning fee will be levied and deducted off the deposit.
- If the kitchen it is to be used, it is to be clean and tidy after use , if the area is left in a ‘non-standard’ condition then an additional cleaning fee will be levied and deducted off the deposit.
- In the event that any reports of misconducted are received, by “you” or “your” guests, security and/or police will be called in. Please be advised that “your” event will immediately be terminated all guests will be asked to vacate the premises and the deposit will be forfeited.
- Hall deposit – Any damage to the hall premises will be deducted from the hall deposit value (refundable or part thereof. In the event that the damage exceeds the deposit value “you” will be invoiced the difference).
- Hired equipment and furniture – No hired equipment or furniture will be signed for in acceptance on “your” behalf, hired items may only be delivered during the setup and take down times. Any equipment or furniture in the building is completely at “your” own risk.
- Right of admission is reserved.
- Receipt of payment secures booking; payments excluding deposits are non-refundable.
- Standard terms and conditions of hall usage apply and are binding.
- E & OE.

\_\_\_\_\_  
**Acceptance**

\_\_\_\_\_  
**Date**

The signatory is duly authorised to accept these terms and conditions and the associated contractual obligations.