

# CAFDA

## AGREEMENT TO HOLD A FUNCTION/HALL HIRE

Date of application: \_\_\_\_\_

Facility/Venue requested: \_\_\_\_\_

Date of function: \_\_\_\_\_

Name of organiser \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Contact numbers -Tel: \_\_\_\_\_ Cellphone: \_\_\_\_\_

ID number: \_\_\_\_\_

Purpose of function/activity: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Time of function: \_\_\_\_\_ (including set up and cleaning up time)

Hire fee: R \_\_\_\_\_ date of deposit/EFT \_\_\_\_\_

Refundable deposit: R \_\_\_\_\_

Paid: yes  no  date of deposit/EFT \_\_\_\_\_

Refund to be paid to: Name \_\_\_\_\_

Banking details (bank, account number, branch code) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### POLICY:

1. No selling of alcohol and/or drugs.
2. Function must end by \_\_\_\_\_ hrs or 00.00 hrs.
3. Damage to be assessed after the event by the responsible CAFDA staff member and any repairs etc to be deducted from the deposit before the applicable amount is refunded.
4. No responsibility taken for lost or stolen personal belongings, equipment etc.
5. Security is the responsibility of the function organiser.
6. The entire area is to be cleaned by up after the event, subject to CAFDA's acceptance by the caretaker.
7. Parking at owner's/function organiser's responsibility. Parking available on premises.
8. Function is not confirmed until deposit is paid or proof of payment is produced.
9. Noise must be kept to a minimum. The neighbours must not be disturbed inconvenienced.
10. Damage report must be attached to this form after the event.

SIGNED:

Function organiser / Hirer: \_\_\_\_\_