

# ATHLONE PRE-PRIMARY

Established: 1948



Preschool education is a right not a privilege

Honeyside Road

Crawford

7764

Tel: 021 6972003

Fax : 086 667 1232

Email :

reception@athlonepreprimary.org.za

## HALL BOOKING FORM

LESSEE NAME: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C)

Email Address: \_\_\_\_\_

### HIRING OF HALL:

Date: \_\_\_\_\_ Time From: \_\_\_\_\_ To: \_\_\_\_\_  
(latest 23:00pm)

Type of function: \_\_\_\_\_

Deadline for Payment of Hall: \_\_\_\_\_

Private	Subtotal
Deposit (refundable – subject to terms and conditions)	R 750.00
Basic Hall Hire @ R175.00 per hour x ..... hrs	
Jumping Castle 4m x 4m @ R500.00	
Cleaning Fee (payable in cash to the caretaker) on function day	R 300.00
<b>TOTAL</b>	<b>R</b>

**NB:** Refer to page 2, deposit for booking confirmation.

**Cleaning of Hall of the hall will be for the lessee's account and payable in cash to the caretaker.**

**All breakages / damages shall be deducted from deposit.**

Bank details to accommodate refund	Details
Bank	
Account Name	
Account No.	
Branch Code	

Lessee Name: \_\_\_\_\_  
(PRINT NAME)

Signature: \_\_\_\_\_

signed at \_\_\_\_\_ on \_\_\_\_\_  
(PLACE) (DATE)

## ATHLONE PRE-PRIMARY SCHOOL

### TERMS AND CONDITIONS OF HALL RENTAL

#### Indemnity

The lessee hereby indemnifies the SGB, APPS and WCED against any liability which may arise from any loss, damage or illness suffered by the Lessee in consequence of any defect or neglect resulting from the provisional booking the Hall or arising in any way from the hire of the Hall.

The lessee further indemnifies the SGB, APPS and WCED against all actions, suits, proceedings, claims, demands, costs, damages and expenses which may be levied and made against the SGB, APPS and WCED.

#### Refusal of application to Hire

Hiring of the hall will be at the discretion of The School Governing Body (SGB). The SGB is under no obligation to disclose the reasons for such a decision. In the event of such a decision, all payments will be refunded - without any penalty.

#### Bookings

##### **School activities take precedence over all bookings.**

The Hall may be booked provisionally, at the discretion of the School Governing Body. A deposit charge secures the booking for the desired date. Bookings for functions during School hours will be at the discretion of the SGB. Hiring fees is to be paid in full within 14 days of the date the provisional booking. Failure to make payment within the stipulated time, will result in the provisional booking being cancelled automatically. The caretaker to be taken home after function.

#### Tariffs & Keys

See attached schedule.

#### Payment of Deposit and Fees via EFT only

This may be deposited into the following bank account using your name and date of function as reference:

<b>Bank</b>	:	<b>Nedbank</b>
<b>Acc Name</b>	:	<b>Athlone Pre-Primary School</b>
<b>Acc No.</b>	:	<b>1334 000 387</b>
<b>Br. Code</b>	:	<b>133 405</b>
<b>Ref</b>	:	<b>Hall and Rental Date</b>

**NB! Please email your proof of payment to: [reception@athlonepreprimary.org.za](mailto:reception@athlonepreprimary.org.za)**

#### Deposit

Deposit to be **paid within 7 (seven) days of provisional bookings** being made. Provisional bookings will be cancelled without follow ups.

#### Refunds / Cancellations

Refunds will be paid at the **end of the calendar month**, via EFT to the bank account supplied by yourselves. Cancellations must be done 10-days prior to the event. Cancellation fees of 25% of deposit applies.

#### Covid Regulations

The lessee will be responsible to ensure Covid 19 Regulations are followed at all times for the duration of the rental. It is the responsibility of the lessee to inform the lessor of any infections. A limit of 150 people only.

### **Chairs**

The hire of the hall shall allow the lessee to make reasonable use of the chairs therein. Only 150 chairs will be available. No tables.

### **Jumping Castle Hire:**

A 4m x 4m jumping castle is available to hire from the school for kiddies parties only at an additional cost of R500.00 per event. Set up and removal by the caretaker only. Inspection will be done before and after use. In the event of loadshedding, please hire a generator for your own account.

### **Kitchen**

The lessee may make reasonable use of the kitchen and equipment therein. The kitchen is equipped with only a fridge. No stove or microwave is included. Please indicate in advance whether you will be needing to use the stove.

### **Decor**

**No decor** on walls, this includes cellotape, prestik & drawing pins.

### **Stage**

Curtains & mechanism is not to be tampered with. No decor to be attached to wall/curtains.

### **Removal of Crockery and Tables**

All crockery, tables, decor etc to be removed after your function. The school will not be held responsible for loss or damage. The hall does not offer any storage facility.

### **Removal of Furniture**

No school equipment may be removed from the Hall. The lessee shall be required to make good any losses as a result of such removal.

### **Sound system and Music**

The lessee shall ensure that noise levels concerning sound system and music are to be controlled as per municipal ordinances and with deference to immediate neighbours residing around the school. The sound system (speakers) of the hall may NOT be used. Should you fail to adhere to this, you will forfeit your deposit.

### **Handing over before and taking over after Hiring.**

Immediately before and after a function, the hall shall be inspected by a representative of the School and the Lessee or his/her representative. A record of any likely defects/damages shall be recorded. The Lessee shall be liable for any repairs / replacement if any damage/defects are recorded after the function.

### **Parking**

The lessee shall ensure that all guests to the function park their vehicles responsibly within the school grounds (and at own risk). Guests parking their vehicles outside of the school grounds, the Lessee shall ensure that they not park in front of driveways and that they refrain from parking on both sides of the road. Parking is at your own risk.

### **Sub Letting**

No sub-letting will be allowed under any circumstances.

### **Right of Entry**

The SGB shall reserve the right of entry to the Hall at any time during the function, to ensure compliance in terms of "the conditions for hire"

**Number of people to be admitted**

It is the responsibility of the Lessee to ensure that the number of people in the Hall during the function does not exceed the set limit. Covid Level 1 limit will be set at 120 people only. Should you exceed this total you will be penalized.

**Escape doors and Exit signs**

All escape doors must be kept open and free from obstruction and exit signs must not be obscured in any way.

**Emergency evacuation of the Hall**

The responsibility rests with the Lessee to arrange the evacuation of all persons from the hall during an emergency.

**Smoking**

No smoking is allowed in the Hall

**Alcohol**

No alcohol is allowed.

**Annexure to lease of hall**

The following checklist needs to be completed by the lessee and the caretaker of the hall directly before entry to the premises and after the function has been completed.

Cleaning of the hall during Covid 19 Level 1 will be the responsibility of the caretaker. A cleaning fee of R300.00 is payable in cash to the caretaker on the day of the function (do not deposit with rental).

Time of entry to hall: .....

Time of closing of the hall:.....

Area	Yes	No	Defaults
<b>HALL</b>			
1. Has the hall been swept?			
2. Is the floor clean? No dirty marks.			
3. No marks on floor?			
4. Has the floor been swept and mopped after the function?			
5. Are there any stain marks on the floor after the function?			
6. Are there any chairs broken?			
<b>JUMPING CASTLE</b>			
1. Clean and no damage.			
<b>STAGE</b>			
1. Is the stage clean and swept			
2. Any dirty or sticky marks			
<b>TOILETS</b>			
1. Are the toilets clean and tidy?			
2. Are the any taps /seats/basins broken?			
3. Are all the toilets/basins in working order?			
<b>KITCHEN</b>			
1. Is the kitchen clean and tidy?			
2. Has the kitchen been cleaned after the function?			
3. Are there any broken taps?			
4. Are there any food stains against the tiles?			
5. Does the kitchen have a bad odour?			
6. Has the floor been swept and cleaned after function?			
7. Was the kitchen left in the condition it was received?			
<b>Comments:</b>			

Signed on behalf of : Lessee: \_\_\_\_\_

Caretaker: \_\_\_\_\_

Date: \_\_\_\_\_

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