



elarduspark
die gemeente wat omgee

nederduitse gereformeerde gemeente
e l a r d u s p a r k
die gemeente wat omgee

Frelonstraat 547, Elarduspark, Pretoria. Posbus 914-1121, Wingate Park, 0153
Tel: (012) 345-1144. Faks: (012) 345-4281 E-pos: kerkkantoor@ngelarduspark.org.za

APPLICATION TO HIRE FACILITIES/EQUIPMENT

(Individuals)

Date.....20.....

A.1 Particulars of applicants:

Name and surname:

Address:

Contact number:.....

Type of event:Number of people:

Own equipment (Y/N)

Date(s) and time slot on which the facilities/equipment as noted, will be
needed:.....

A.2 Particulars of marriage/baptism official if

applicable:.....

Total amount payable to the church: R.....-.... Means of payment(s):

Date(s):..... Amount(s): R.....-.... R.....-....

B. Undertaking

1. I undertake to abide by all conditions or restrictions as imposed by the Dutch Reformed Church, Elarduspark congregation.
2. I will adhere to the church's Occupational, Health and Safety policy and will abide by the goals set forth in this policy.
3. I indemnify the church against any legal liability with regard to any injuries, health risks, and/or damage of any kind that could result from the use of the facilities/equipment – this includes power failures.



Die NG Gemeente Elarduspark stel onder hul eie bestuur bekend die Artos & Oinos Konferensiesentrum. Hierdie fasiliteite bied aan kliënte die geleentheid om hul korporatief-of-sosiale geleentehede met absolute gemak, bekostigbare pryse en top-gehalte diens aan gaste en groepe van verkeie groottes te verseker.

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4. I undertake to leave all facilities and equipment, including the furniture, and all other property of the church in a clean, neat and orderly condition.
5. I undertake to compensate for any damages or replace broken equipment with similar items that may arise from the use of the property or facilities. The church will be the sole decision maker in this regard.
6. I undertake to mute/muffle or limit the volume of any music or singing so as not to disturb the peace of the neighbouring residents and that all activities will conclude no later than 23h00. All music will be switched off at 23h00 and guests will leave the premises before 24h00 when the doors will be locked.
7. I take note that the church does not have a liquor license.

.....
Signature

Date

C. Facilities/equipment available: (Venue halls will be equipped with tables and chairs according to need)

ITEM	TARRIFF	MARK WITH X
Venue halls		
<i>Time slots – week days :08h00 to 12h00, 12h00 to 16h00 and 16h00 to 20h00. Saterdays: 08h00 – 12h00 and 12h00 to 24h00. (Other time slots can be negotiated)</i>		
Artos & Oinos Konference centre:		
• Large hall (Artos)	R2,650.00 for 12 hours and R970-00 for 4 hours.	R.....-.....
• Small hall (Oinos)	R2040-00 for 12 hours and R800.00 for 4 hours. (Same tariffs will be charged for fractions of the above time slots) (Cleaning services, where applicable, will be charged in addition to the above tariffs)	R.....-..... R.....-.....
• Cooldrink fridge	R120.00	R.....-.....
• Walk-in fridge	R600.00	R.....-.....
• Box freezer - mobile	R120.00	R.....-.....
• Stoves/ovens for reheating	R120.00	R.....-.....
Other facilities:		
Main Church Hall	R3630.00 per event.	R.....-.....
Blousaal	R990.00 per event.	R.....-.....



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Court yard	R660.00 per event.	R.....-....
Catechism halls	R660.00 per event.	R.....-....
Chapel	R660.00 per event. R18.00 per chair cover.(number.....) NB. An additional fee of R300.00 is payable for events taking place after 16h00 or over weekends.	R.....-.... R.....-.... R.....-....
Equipment:		
Sound and other equipment.	R410.00 per hour.	R.....-....
Preparation of Powerpoint- presentation.	R580.00	R.....-....
Catering and cutlery:		
• Catering	Quotation available on request.	R.....-....
• Cutlery	R18.00 p.p. (number of people:.....)	R.....-....
• Table cloths	R22.00 each. (number.....).	R.....-....

Banking details: Absa account no.: 1500-580-174. Branch code: 631-245

D. Conditions:

1. Applications (available on request) to hire/use the facilities and/or equipment, must be submitted no later than five working days before the date to the office OR sent by fax. Result of application will be available on the sixth working day.
2. Applications should be signed. This will also indicate that the conditions are accepted.
3. A deposit of 10%, based on the total amount payable, is payable on the day after application was approved. If deposit is not paid, the agreement expires.
4. The deposit, or a portion thereof, will only be paid back after it has been established that no damages were caused to the property or facilities and/or equipment. The amount of the deposit payable to the applicant will be calculated after the costs to repair damages were recovered.
5. The hiring fee for the facilities as mentioned under section A, is payable on the morning prior to the day that the activity or function concludes.
6. The use of sound and other equipment will take place under supervision of church personnel.
7. No cash bar (also no mobile bar) will be allowed, but alcohol on the tables or provision by attendees themselves is permissible.



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8. Management reserves the right to cancel the agreement in cases where it becomes known that the information as provided in this application was not correct or supplied under false pretences.
9. Management may at any time during the event, carry out inspections or take steps as it sees fit if anything is happening that is not in accordance with this agreement or if any of the conditions are not met.
10. Own instruments and sound equipment may be used, but must be mentioned in the application.
11. Management may allow more than one event at the same time as long as it is not in booked for the same venue hall.
12. Management alone may decide to whom the facilities/equipment will be rented and does not have to supply the applicant with an explanation for decisions made.

Approved on20....

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On behalf of the church
Support Head



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