

TERMS AND CONDITIONS FOR HIRING OF KPS GROUNDS, HALL, FOYER AND KITCHEN

CLOSING TIMES

All functions must cease at 24h00.

A surcharge of 50% of the Hiring Fee paid will become payable for each hour (Or part thereof) that the function continues after midnight.

CLEANING

It is the Hirer's responsibility to ensure that the Hall is cleaned after each function. *Supply your own refuse bags and remove refuse from premises directly after function. Should this not happen then a penalty will apply.*

BOOKING AND PAYMENT

When a booking is made the deposit must also be made. The fee for the hiring venue must be paid in full one month prior to such event.

CANCELLATIONS

Cancellations of bookings will be accepted up to 21 days prior to the "Booked Event". A cancellation (Admin Fee) of 10% will apply. Cancellations made within 21 days of the "Booked Event" will result in a penalty amounting to 50% of the Hiring Fee payable.

RIGHT OF LESSORS TO CANCEL ENGAGEMENT

The Lessors reserve the right to cancel any engagement of the Premises upon giving forty-eight hours' notice without assigning any reason. In this event, no liability for expenses incurred by the Lessee shall attach to the Lessor. The cancellation of any engagement as aforesaid shall be at the discretion of the Lessor and a refund will be made in respect of the hire charges paid, unless an alternative arrangement in respect of the letting is agreed to between the Lessors and the Lessee.

RIGHT OF ENTRY

The Lessor, the Caretaker and/or their duly authorized representatives, shall have the right at all times to enter the premises hired.

SUPERVISION OF PREMISES

The Lessee admits that, despite his hiring of the premises, supervision thereof remains vested in the Lessor and/or his duly authorized representative, and the Lessee agrees to give immediate effect to instructions by the Lessor and/or his duly authorized representatives relating to the manner in which the premises and/or furniture, equipment and fixtures therein may be used.

TRANSFER OF BOOKINGS

Dates of reservation may be altered, subject to the approval of the Lessor, provided written notice is given and received on or before the 21st (twenty-first day) prior to the date reserved.

SUB-LETTING

The Lessee shall not sublet the premises, nor cede, assign or transfer his right to use them, nor permit anyone to use them in his stead, but shall use them solely for the purpose stated on the application.

DISCOTHEQUES

The premises shall not be used for the holding of discotheques, unless with explicit prior approval of the Lessor. By "Discotheque" is meant the dancing to amplified recorded music with or without the use of flashing lights.

USE OF FACILITIES NOT SPECIFIED IN HIRING TARIFF

In the event of facilities being desired which are not otherwise provided for in the Tariff, the Lessor or his duly authorized representatives may, at his discretion, grant the use of and fix the price of such facilities.

DECORATIONS

No dyed paper decorations or streamers are permitted on the premises.

FASTENINGS

No pins, nails, staples or screws shall be affixed to any part of the premises.

LIQUOR ACT

All functions must cease at 24h00.

A surcharge of 50% of the Hiring Fee paid will become payable for each hour (or part thereof) that the function continues after midnight. The attention of Lessees if the Hall is directed to the Liquor Act No.87 of 1977, which must be strictly complied with.

CLOAKROOMS, ATTENDANTS ETC

The Lessee is responsible for all arrangements in connection with the admission of the Public to the Premises hired. The provision of an adequate number of ushers, police, competent cloakroom attendants and such staff as may be necessary for the satisfactory carrying out of the purposes for which the Premises are to be used. The Lessee is also responsible for the loss that may arise from the use of the cloakrooms and additional toilet rolls. The Lessee must supply own hand towels and soap.

ATTENDANCE OF FIREMAN

If, in the opinion of the Lessor, the letting is of such a character as to require the attendance of a fireman or firemen, he will notify the Lessee accordingly, and members of the Municipal Fire Brigade shall be engaged by the Lessee at his own expense at a rate determined by the Lessor. Kommetjie Disaster Management can be contacted.

STORAGE OF FOODSTUFFS

It is strictly prohibited to prepare or store foodstuffs or place cooking utensils in any room in the Premises other than the kitchen.

REMOVAL OF FURNITURE OWNED BY LESSORS

No furniture or articles of any description owned by the Lessors shall be removed from the Premises where the same is without the prior permission of the Official in charge. The Lessee shall be required to make good all loss occasioned by such removal by him or any other person.

PIANOS

The Lessee shall not use the Schools piano except where such use has been assigned to him by the School Principal or his duly authorized representative, for which proper charges have been paid. Should the piano be required to be moved, the Lessee shall arrange for this to be done by the Schools contractors and be responsible for paying them directly. Tuning of the piano, if necessary, is to be undertaken at the expense of the Lessee by the Schools piano tuner.

INDEMNITY

The Lessor shall not be liable for any loss or damage to the Lessee in consequence of any defect or neglect in the arrangements attending the letting of the Hall, however caused, or for loss or damage by theft or otherwise, to any property or articles whatsoever, belonging to the Lessee or to any other person.

PERFORMING RIGHTS

The letting of the Premises in terms of this application shall not be deemed to convey any sanction by the Lessor for the performance or exhibition of any musical or the work without the performing right or the consent of the owner of the copyright thereof. The Lessee shall be bound to procure the consent of any such owner to such extent as may lawfully be required and, if so required by the Lessor of his duly authorized representatives, failing which, everything shall be deemed to be in proper order, and it shall be the responsibility of the Lessee to return the property in that condition after the engagement.

SMOKING

It must be noted that smoking is strictly prohibited inside the buildings.

POWER FAILURE/OUTAGE

The Lessor can not be held responsible for any loss to perishable goods belonging to the Lessee due to Power Failures and Outages.

KITCHEN

If the Bay-marie is used please empty it and clean containers after use. Switch off fridge. **DO NOT SWITCH OFF FREEZER.** Switch off mains for stove (above stove) and Bai-marie (at circuit board near toilets). Clean floor, counter tops, stove, sink etc.

LIGHTS

PLEASE MAKE SURE THAT ALL LIGHTS HAVE BEEN SWITCHED OFF AFTER FUNCTION. *(Should this not happen a penalty will apply)*

BRAAI AREA

If braai is used please make sure that the fire has been put out.

FOYER

NOT COOKING IN FOYER

THE STAGE IS OUT OF BOUNDS FOR FUNCTIONS