



## Terms and Conditions of

### BOOKING OF THE ASSOCIATION'S FACILITIES (Annexure D3)

This policy was determined by keeping the Trustees responsibility to Members uppermost in the decision-making process. No resident in good standing should be at any time be denied access to the use of the Association's facilities, nor should the Members be seen as sponsoring functions using the Association's facilities that may be viewed as a 'cheap venue'.

1. **Definitions:**

**Estate Event:** an event organised exclusively for members and open to all members;

**Closed Event:** an event organised exclusively for a select group of members where participation is not open to all members (this excludes events which are open to all, but participation is limited due to age, gender or numbers);

**Organised Activity:** an event or activity which will include non residents, but where no more than 50% of participants may be non-residents;

**Function:** an event or activity organised by a member where more than 50% of participants will be non-residents

2. Fees payable - General principle:

- Function = fee payable
- Organised activity = 50% of normal function fee;
- Closed event = 25% of normal function fee;
- Estate event = no fee;

3. Specific fees:

- 3.1 Personal trainers and coaches making use of facilities for reward = R50 per session or R300 per month (limited to a maximum of 2 sessions per week);
- 3.2 Although members may invite a guest to partake, no more than 50% of participants in any session may be non-residents.
- 3.3 Instructors making use of facilities for reward = R50 per session or R300 per month (limited to a maximum of 2 sessions per week)

The bar and the swimming pool may not be hired for exclusive use.



## Terms and Conditions for hosting Private Functions at the Clubhouse.

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- 1) Members whose levies are not up to date will have their access to facilities restricted;
- 2) Allowed: Members and Tenants who live within Hemel & Aarde Estate for: Birthdays, Anniversaries, Baptisms, Engagements and Weddings, certain other social/club functions;
- 3) Not allowed: Company/Staff Functions, Company 'End-of-Year' Parties, Kiddies clubs, Play parties, Play groups, School class parties;
- 4) A limited number of guests can be accommodated. Other than certain circumstances, the general rule is that only one function will be allowed at a time on a first-come, first-served basis. The above is at the sole discretion of Estate Management. A non-refundable booking fee of R500 per function is applicable;
- 5) Functions to be booked at Reception which may be followed by an interview with the Manager;
- 6) All bookings & arrangements are at the sole discretion of the Management;
- 7) Application forms to be submitted for consideration at least 5 days before the event;
- 8) A complete list of non-Estate guests must be submitted to Reception 2 days before the function;
- 9) Security will only allow entry to guests with a valid VisitMe App code, supplied by the Member / Resident hosting the event. Guests without a valid code will not be allowed into the Estate;
- 10) Right of admission reserved. Estate Management reserves the right to terminate unruly parties;
- 11) The following rules will apply to all booked functions and events:
  - a) Tickets sold for an event must be paid for at Reception or at the Bar;
  - b) No additional responsibilities are to be expected of the Estate staff. You will be required to clean up after your function. All refuse must be put in the bins provided. All glasses to be returned to the Bar;
  - c) Should cleaning staff be required, this can be arranged in advance, for your account;
- 12) Bar: All drinks to be purchased from the cash bar;
  - a) Only Wine/Champagne may be brought in and only by special arrangement - corkage fee R40 per bottle;
  - b) The Barman will be paid R120 per hour for service outside of the normal bar hours, For your account paid to the Association;
  - c) For convenience, a tab system in the name of the Member / Resident may be used. The tab must be settled at the end of the function.
- 13) Children's parties are zoned for the grassed area under the trees next to the baby pool, or at the children's playground. If the weather is unfavourable, tables may be set up on the patio area next to the cloakrooms;
- 14) No children under the age of 14 are allowed in or near the pool without responsible adult supervision;
- 15) All Clubhouse rules are applicable to all Members, Residents, Guests and Visitors;
- 16) The door to the Club House may not be left open/ajar for guests; their arrival at Reception and access into the Clubhouse is to be supervised by the host of the event;
- 17) Failure to adhere to these requirements may incur a R500 penalty.

**All Rules are at the discretion of the Trustees and may be changed from time to time.**