



FOREST HILLS SPORTS CLUB

42 Forest Drive, Forest Hills
Club Office Tel/Fax: 031 7633103
E-mail: fhsc@mighty.co.za

FHSC HIRE AGREEMENT:

Date:
Name:
ID Number:
Physical address:
Time:
Type of Function:

Hire of clubhouse and/or facilities:

We thank you for choosing the Forest Hills Sports Club as a venue for your function.

The hire fee will be R_____ with a deposit of R_____ due on confirmation of booking.

This fee covers the use of the clubhouse and facilities, crockery and cutlery, braai utensils if required, barman if required and cleaner to assist with clean up.

Subject to size and function type, a damage deposit is be required to be paid 7 days prior to the function/ event.

This deposit covers Glassware and crockery breakage or theft as well as any damage to any fixtures and fittings.

The **damage** deposit will be R _____, refundable 2 days after your function date.

Please note the following:

1. The club has a limited amount of crockery and cutlery (plates, side plates, dessert bowls and knives, forks and spoons for 80 guests max. Should you require more we will need to hire in and charge accordingly).
2. We do provide black or white tables cloths.

3. Glasses – Should excessive breakage of glasses occur, there will be an additional charge of R15 per glass.
4. *We would like to stress that absolutely NO ALCHOL IS PERMITTED TO BE BROUGHT ONTO THE CLUB PROPERTY as we are a fully licensed facility and all alcohol is to be sold within the club. If this is not strictly adhered to, we run the risk of losing our license. Alcohol brought onto the premises will be confiscated.*
5. Bar account – There are two methods which the bar can be operated to suit your requirements. This needs to be decided and confirmed prior to the function.
 - a. Members may load money on to their membership cards.
 - b. All guests pay cash or card individually for the drinks they order. No tabs are permitted.
6. Please ensure that all equipment included in the club hire are returned to the clubhouse prior to leaving the premises.
7. Due to the proximity of our neighbors, functions need to end at midnight.
8. All underage parties need to be supervised by a responsible adult on the premises, for the duration of the party.
9. Electrical cables and extension cords belonging to the club are required to be returned to the barman on duty at the end of the function. Failure to do this will be charged for and deducted from a holding deposit if applicable.
10. If you are using the hall area, setup can commence 2 hours before the function and inter-leading doors locked to avoid interference from outsiders.
Please remember the club is officially open to its members.

We hope you have a thoroughly enjoyable and successful function.

Should you require any further information, please feel free to contact me during office hours.

Kind regards
Cherise Dawber

031 7633103 or 0824503874 / email: fhsc@mighty.co.za

OUR BANKING DETAILS ARE AS FOLLOWS:

Forest Hills Sports Club
FNB
Kloof Branch 221526
Account No 50730162985

Ref. Number: Surname