

# *the* **Arena**

## BOOKING FORM

Please select the facilities you would like to book:

AREA	BOOK	TARRIFFS
Entire Facility	<input type="checkbox"/>	R 2000,00 per occasion (5 hours maximum)
Sports Arena Only	<input type="checkbox"/>	R 1000,00 per occasion (3 hours maximum)
Conference Facility Only	<input type="checkbox"/>	R 1000,00 per occasion (3 hours maximum)
Piano Usage (additional)	<input type="checkbox"/>	R 200,00 per hour
Kitchenette (additional)	<input type="checkbox"/>	R 500,00 per occasion (3 hours maximum)
Practice Sessions (Indoor Sports)	<input type="checkbox"/>	R 400,00 per occasion (2 hours maximum)

Please fill in using clear and legible writing:

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

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

Time: from \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

Contact No: \_\_\_\_\_

Number of guests:

Type of Event: \_\_\_\_\_

Full Name : \_\_\_\_\_

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

TARIFF : R \_\_\_\_\_

DEPOSIT : R \_\_\_\_\_ (50% of Tariff)      PAID:       DATE: \_\_\_\_\_

**FOR FURTHER INFORMATION CONTACT: MRS. Edna Neuhoff**  
**TEL : 021 855 4949 or EMAIL : [admin@helderbergghs.co.za](mailto:admin@helderbergghs.co.za)**

# VENUE RENTAL AGREEMENT

## 1. Deposit

- A **50% deposit** is payable **within 48 hours** of making a booking.
- Bookings are **not confirmed** until the deposit is received.
- The deposit will be **refunded within 10 working days** after the event, provided there is **no damage or breakage**.
- If there is any damage, repair/replacement costs will be **deducted from the deposit**, and any **shortfall will be payable** by the hirer.

## 2. Lease / Rental Payment

- The **remaining balance** (excluding the deposit) must be paid **2–3 weeks** before the event.
- Failure to make timely payment gives the lessor the **right to cancel the booking without notice**.

## 3. Cleaning

- The hirer is responsible for **properly cleaning** the venue and grounds.
- If not cleaned to standard, **cleaning services will be hired** and the cost **deducted from the deposit**.

## 4. General Indemnity

- The hirer indemnifies the lessor against **any loss or damage** experienced during the rental period.
- The hirer agrees to **conduct themselves responsibly** and avoid any action that may damage the school's reputation.

## Terms and Conditions

- The kitchen includes a **freezer and microwave**. **Tables and chairs** are available upon request.
- All other equipment (e.g., additional appliances, cutlery, crockery, tablecloths) must be **hired independently**.
- **Sporting equipment is not provided**, though **goalposts are available**.
- A **non-refundable service fee** is payable per session booked.
- A **20% cancellation fee** applies for cancellations **before the full payment is made**.
- **No cancellations or refunds** will be accepted **after the full amount is paid**.
- The **school does not provide security**. Hirers must arrange **their own security**. The school is **not liable for any loss or damage**.
- **Prices are subject to change** without prior notice.
- **Smoking, vaping, and alcohol are strictly prohibited** on the premises.

I, \_\_\_\_\_ ID no. \_\_\_\_\_ "the lessee" accept the above-mentioned conditions.

Signed at \_\_\_\_\_ on this \_\_\_\_ the day of \_\_\_\_\_ 20\_\_\_\_ . \_\_\_\_\_ Signature

Banking details: Nedbank – Somerset West; Branch Code: 106012; Cheque Account: 1060 119 323  
Ref: ARENA (Name and surname)

EMAIL PROOF OF PAYMENT (with the booking form) to Edna Neuhoff Email : [admin@helderberghe.co.za](mailto:admin@helderberghe.co.za)

Banking details for refund of deposit: (10 days after hire date)

Name of accountholder: \_\_\_\_\_ Bank: \_\_\_\_\_

Acc No: \_\_\_\_\_ Type of Account & Branch code : \_\_\_\_\_

\_\_\_\_\_  
Signature