



AGREEMENT OF FACILITY HIRE

REQUIREMENTS OF FACILITY BOOKING & HIRE:

Name of facility (for office use only): RIDGECREST FAMILY CHURCH (hereafter will be referred to as RFC)

Purpose of facility Hire: _____

Date of hire: _____

Expected number of guests: _____

Facilities required: (Mark below with an X)

Main Church Building Minor Hall Kitchen Verandahs Grass area

Crockery & cutlery

TERMS AND CONDITIONS

1. GENERAL

The Client will pay the following charges prior to the commencement date:

- a. Fee for booking the facility is R1 000.00 for a **morning, afternoon or evening function**
- b. Caretaker's fee of R200.00
- c. Sound/audiovisual fee of R200.00
- d. TOTAL COST: **R1 400.00**
- e. **All day's seminar** the cost will be R2 000.00 plus b and c above
- f. Refundable **deposit** of R1 000.00 (One Thousand Rand only) will be required
Made payable to Ridgecrest Family Church within 24 hours of booking. The refund will be done up to one calendar week after completion of Agreement once it has been determined that there is no claim against this deposit for lost or damaged property at RFC's facility. If the repairs exceed R1 000, it will be required of the client to pay the balance within 30 days.

2. BANKING DETAILS:

Ridgecrest Family Church
ABSA A/c No: 4056558263.
Code: 632005.
Cheque Account

3. PAYMENT TO BE MADE BY: EFT DATE PAID: _____
 Cash

4. DEPOSIT MADE BY: EFT DATE PAID: _____
 Cash

5. RESPONSIBILITIES OF THE HIRER (CLIENT):

The Client must:

- a. Return the facility and every part thereof in the same condition as it was found, properly tidied, cleaned and all refuse removed and everything left in good substantial repair.
- b. Comply with all requirements given by the Leadership of RFC or its representative regarding the use of the facility.

6. IN ADDITION TICK BELOW WHAT CLIENT WILL BE NEEDING:

	<u>IN STOCK</u>	<u>AMOUNT REQUIRED</u>
<input type="checkbox"/> Mugs	125	_____
<input type="checkbox"/> Glasses Small & Large	42 small & 114 large	_____
<input type="checkbox"/> Dinner plates	93	_____
<input type="checkbox"/> Side plates	151	_____
<input type="checkbox"/> Knives	127	_____
<input type="checkbox"/> Forks	124	_____
<input type="checkbox"/> Dessert Spoons	115	_____
<input type="checkbox"/> Teaspoons	123	_____
<input type="checkbox"/> Cake Forks	59	_____
<input type="checkbox"/> Serving spoons	12	_____
<input type="checkbox"/> Pudding bowls	94	_____
<input type="checkbox"/> Small glass bowls for pudding	74	_____
<input type="checkbox"/> Jugs	17	_____
<input type="checkbox"/> Glass bowls	6	_____
<input type="checkbox"/> Tables	22	_____
<input type="checkbox"/> Chairs Plastic & covered chairs	38 plastic 188 chairs	_____
<input type="checkbox"/> Table Cloths White	31	_____
<input type="checkbox"/> Trays wooden	2	_____
<input type="checkbox"/> Urns	3	_____
<input type="checkbox"/> Stainless Steel Trolley	1	_____

7. CHARGE FOR USE OF THE ABOVE = R500.00

8. IN ADDITION:

If only mugs, teaspoons, glasses and side plates are used, the cost will be **R200.00**

9. PLEASE HONOUR THE FOLLOWING CHURCH REQUIREMENTS:

- a. Bring (or allow to be brought) any alcohol or drugs onto the property of RFC
- b. Please note that smoking is strictly prohibited in the Church buildings. There is a designated market area for smoking
- c. Carry on any illegal, noxious or offensive activity at the facility.
- d. Do anything which might cause nuisance, damage, disturbance to any other person, occupier or owner of any adjacent or neighbouring property.
- e. May not remove, any of the equipment in the facility
- f. Bring onto the facility any hazardous chemical or any object which by its nature or weight might cause damage to the facility.
- g. Bring disrepute to the name of the Church through activities conducted on the premises
- h. The client acknowledges and agrees that the client and their respective guests use and

occupies the facility at their own risk. The client releases the management of RFC and its representatives from all claims resulting from any damage, loss, death or injury suffered by the Client or the Client's guests in connection with the Facility except to the extent that RFC is negligent.

10. TERMINATION OF AGREEMENT:

1. RFC may terminate this Agreement at any time of the event, if RFC or its representative is satisfied that the client has failed to comply with any terms or conditions of this Agreement. Upon termination of this Agreement the client must leave the facility immediately.
2. Upon the departure time, expiry or earlier termination of this Agreement the client must remove all of their property from the facility and make good any damage caused by its installation or removal. Damages that arise from the client's use of the facility will be deducted from the security deposit, and any further amount in respect of damages or repairs will be at the expense of the client.

11. ACCESS TO PROPERTY:

RFC and/or its representatives or agents may enter the facility at any time and remain in the facility for the purpose of viewing the facility and the arrangements made to keep the facility in accordance with this Agreement.

12. PARKING:

You may park in the parking lot on the property to the left as you come into the gate of the property. Elderly or paraplegic parking to the right near the front door. RFC takes no responsibility for loss or damage to vehicles. You park at your own risk.

13. ON LEAVING FACILITY:

Please phone Misheck our Caretaker and advise him that you are leaving so he can lock up.
Cell No: 078 208 1015

This agreement is dated the _____ day of _____

SIGNED

SIGNED

on behalf of RFC

By the client who acknowledges that they have read, understood and will abide by the terms and conditions as set out in this agreement

Signed: _____ Signed: _____

Client's Details. Name: _____

Cell No: _____

E-mail Address: _____