



TEL : (016)366-1127
FAX : (016) 366-0133
P.O. Box 82, Henley on Klip, 1962

Glen Douglas Mine, Sontnell Street

E-Mail : basslake@basslake.co.za
Website : www.basslake.co.za
Alan Pepper : 083 250 4385
Karen Pepper : 073 322 5883

Reg. Number : 96/12632/07

Vendor V.A.T. Registration Number : 4220168555

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RECREATION HALL FACILITY HIRE INFORMATION FOR PRIVATE, SELF - CATERED FUNCTIONS

Please Read the Following Comprehensive information on the rules, costs and facilities of our hall. Should you request further information please Fax or e-mail us and we will prepare a further quote for you.

QUOTE TO (Your Company/ Private Name):

YOUR VAT NO, if applicable:

CELEBRATION (i.e Reason for Function):

FUNCTION DATE:

TIME IN:

TIME OUT:

GUEST ACTUAL NUMBER:

YOUR TEL NO:

YOUR FAX NO:

YOUR E-MAIL:

Thank you for your enquiry to hire our hall facility for your function.

Hire Fee and conditions for Private Functions Only:

The hall and bar areas are air conditioned. The hall hire includes a side room/lounge (this side room/lounge could be used for kids or seniors to relax, or as your buffet area), a stage area, garden area and children play area.

There is also a kitchen with 2 ovens and a stove. No other cooking equipment or utensils are included in the hire.

No crockery, cutlery, glassware or linen is included in the hire fee.

Please note that no cooking may take place on the premises. The kitchen area may only be used for warming and storage of food and accompaniments for catering purposes, including required crockery and cutlery to be used for meals to be served.

There is no refrigeration facilities in the kitchen and the bar refrigeration areas will not be available for private use but is for our exclusive use only.

Our hall facility hire fee is R3 500, including vat for a hire period as follows:

- Function Duration: From 18h00 - 24h00. Note every hour thereafter will be billed at R350/hour and must be pre-arranged beforehand. A guest list must be provided and invitations shown at the gate for control entry purposes. A copy of the invite must be provided to us too. We will need this no later than 24 hours before the function.
- Function Set Up: From 13h00 - 18h00, on the day of the function. You will need to give a list of persons assisting with this, for gate control purposes. No nails may be knocked into our walls.
- Function Clean Up: From 6h00 – 10h00, on the following morning.

At no time may guests or assistants use our resort facilities, other than the facility hired during the function time.

We will provide a gate staff controller to allow guests access and exit and there is secure parking. No other staff will be provided.

The hire fee includes 14 canteen tables in the hall and 2 canteen tables in the kitchen, 80 chairs in the hall, 8 of 80 cm x 80 cm tables in the side lounge and 6 cane chairs in the side lounge.

Bar Services

We are fully licensed, thus it is compulsory that you use our entire bar services for any type of refreshments served at the function, other than coffee and tea.

No alcohol or soft drinks may be brought onto our premises. We provide all bar services and barmen required. There is no table service provided, for the bar but this can be arranged with a staffing fee.

The bar will close at 24h00, per the function duration. A bar tab may be opened with a credit card and settled before departure, or we can operate a cash bar service.

For over 18 year olds the bar facility includes both a snooker and a pool table, there is a fee payable per game.

Other Hire Services

We are also able to offer reasonable hire of crockery, cutlery, urns and chaffing dishes and we are further able to offer partial draping of the hall at an additional fee.

Catering Options

We are able to offer catering services but we will need to know guest number and type of menu required as well as your budget, to prepare a costing on this.

Deposits required

Hall Facility Breakages & Damages Deposit- these will be held by us in the following will apply:

- | | | |
|--------------------------------|---|-------|
| 1. Facility Clean Up Deposit: | R | 650 |
| 2. Damages & Breakages deposit | R | 1 800 |

On the following day at 10h30, a site inspection will be undertaken by us. The facility must be left as handed over to you.

In the event that this is not the case, i.e. in the event of any damages, breakages, failure to clean up all facilities hired, etc these deposits will be retained to defray any expenses to be incurred by us.

Breakages will include glassware from the bar and any damages incurred to the bar facility.

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|---------------------|---|-------|
| 3. Bar Use Deposit: | R | 2 500 |
|---------------------|---|-------|

In the event that you bring your own liquor or soft drinks onto the premises, the bar use deposit will be forfeited to us.

In the event that damages are greater than deposits held, you will become liable for payment of these, in full.

Conclusion

Once you have approved the quote we request that a 50 %, non refundable deposit be payable on the hall facility hire.

The outstanding 50% and deposits due must be paid no later than 2 weeks before the function date.

Our Bank details are as follows:-

NEDBANK, Fox Street, Johannesburg, Branch Code 19 08 05.

Account number : 1979 3811 00

Account name : BASS LAKE ADVENTURES (PTY) LTD

Thanking you and looking forward to your response.

Kind regards,

Karen Pepper

DIRECTORS: AF PEPPER. KM PEPPER