



LIONS CLUB WINDHOEK ALTE FESTE

APPLICATION FOR THE USE OF CLUB HOUSE FACILITIES

The facilities of our Club House are available for hire under the following **Terms and Conditions**. Please read these carefully, complete the form in **full** indicating your requirements, **sign and return**.

1. Positions marked “(required)” **must** be completed and/or indicated with a tick.
2. No **incomplete** Application form will be considered for a booking request.
3. You are welcome to inspect the facilities for your planned function/event, on prior appointment with **Louis (081 1241753)** resolve2@iway.na; **Hans -Gert (081 1280742)** hans-gert@roeschlau.org; or Wilson Kasetura (081 2800309).

NOTE: The Club House hire is a “**fundraising**” activity of the **Lions Club Windhoek Alte Feste**, whereby the income derived from the hire fees is used to fund a multitude of humanitarian projects in our community.

Your **full** Name (required)

Your e-mail (required)

Your Tel and/or Cell No (required)

Your Address (required)

Company Name (required if a corporate booking)

DATE of Function: (required).....

TYPE of Function: (required – please tick)

- Social/Party Business/Conference Seminar Workshop/Training Product Launch

TIME: (required – please tick & specify)

- All Day (from.....to.....) Morning (from.....to.....)
- Afternoon (from.....to.....) Evening (from.....to.....)

No of Guests: (required)

SERVICES

BAR:

IMPORTANT: Under **no circumstances** are patrons **allowed to bring their own beverages**, whether alcoholic or non-alcoholic, onto the Club House premises.

All drinks have to be purchased from our fully licensed Club House Bar, with the following options available:

1. **CLUB HOUSE BAR** including the barman: (required)
2. **FUNCTION BAR:** situated in the Garden Area and can be stocked as per arrangements with the barman
 (please tick if required).

Note: **Prior arrangements** have to be made with the barman Wilson Kasetura as per cell number 081 2800309 or landline 178022, irrespective of which Bar facility is chosen.

CATERING: ANDI ULLRICH CATERING; andi.ullrich@yahoo.de; 081 648 4373, who is operating the in-house kitchen, offers the following ALTERNATIVES:

- 1) **Standard MENU** available on request.
- 2) **Special MENU** as arranged with him.
- 3) **BRAAIVLEIS** to be prepared by him in full including all ingredients. In this instance he would also provide table cloths, plates and forks and assist with the serving of the food.
- 4) **BRAAIVLEIS** for which you may use the existing facility and provide your own meat and ingredients and your own plates and cutlery.

When using the Braai the onus is on you to either clean it yourself, or pay Wilson N\$100 to clean on your behalf.

RATES per DAY: (valid from 7 July 2016, subject to change without prior notice)

(required – please tick)

- | | |
|--|--------------------|
| <input type="checkbox"/> CONFERENCE ROOM (seats max. 40 in different configurations) | N\$ 750.00 |
| <input type="checkbox"/> OVERHEAD BEAMER and SOUND SYSTEM (only inside the conference room) | N\$ 350.00 |
| <input type="checkbox"/> GARDEN / LAPA AREA (seats 40) | N\$ 900.00 |
| <input type="checkbox"/> Both: CONFERENCE ROOM & GARDEN AREA | N\$ 1650.00 |

BOOKING TERMS & PAYMENT CONDITIONS

1. Bookings for our Club House facilities are made on a “first come, first served” basis.
2. Reservations are made provisionally, after the fully completed Application form has been received and will only be confirmed as “booked”, once proof of payment has been received.
3. Payment has to be made at least 14 days prior to the function date.
4. **Short term bookings** (subject to availability) will only be considered after the completed **Application form together with proof of payment** has been received.
5. **CANCELLATION FEE:**
You will be liable to pay a cancellation fee of **50% of the full amount**, should you cancel your booking **14 days or less** prior to your booked event and **100%** if you cancel **7 days or less** before the event.
6. **PAYMENT & BANKING DETAILS**
Payment, as per Clause 3 above, can be made either in **Cash** at the Club House during Opening Hours (16 to 20 hours) or deposited into our Bank Account: **NEDBANK, Branch Code 461038, A/C No 11010000922** with proof of payment to be send to resolve2@iway.na and hans-gert@roeschlau.org

IMPORTANT NOTICE:

For evening functions, the general Municipal rules apply in respect of **Bar service and Music**, which must shut down **strictly at 24h00** latest.

DECLARATION *(required)*

I / We accept full responsibility for any damage(s) to the property or equipment of the Lions Alte Feste Club House, caused by me/us and or my/our guests and I/we commit to leave the venue in a clean & tidy condition.

Date:Signature:Full name in print