



# **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 (081 124 1753)** [resolve2@iway.na](mailto:resolve2@iway.na) **Hans Gert (081 128 0742)** [hans-gert@roeschlau.org](mailto:hans-gert@roeschlau.org) **Dieter Becker (081 129 5164)** [beckerd@iway.na](mailto:beckerd@iway.na) **Wendel Meyer (081 122 0229)** [wendel.meyer5791@gmail.com](mailto:wendel.meyer5791@gmail.com)

**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 Wendel Meyer as per cell number 081 122 0229 irrespective of which Bar facility is chosen.

## CATERING:

Salomi Meyer will be pleased to discuss your catering requirements with you. She will let you use the club's crockery and cutlery, but will hold you liable for breakages and missing cutlery.

**When using the Braai, the onus is on you to either clean it yourself, or pay Wendel N\$300 to clean it on your behalf.**

## **RATES per DAY: (valid from 1<sup>st</sup> April, 2020 subject to change without prior notice)**

*(Required – please tick)*

- |  |                    |
|--|--------------------|
| <input type="checkbox"/> <b>CONFERENCE ROOM</b> (seats max. 40 in different configurations)        | <b>N\$ 975.00</b>  |
| <input type="checkbox"/> <b>OVERHEAD BEAMER and SOUND SYSTEM</b> (only inside the conference room) | <b>N\$ 590.00</b>  |
| <input type="checkbox"/> <b>GARDEN / LAPA AREA</b> (seats 40)                                      | <b>N\$ 1190.00</b> |
| <input type="checkbox"/> <b>Both: CONFERENCE ROOM &amp; GARDEN AREA</b>                            | <b>N\$ 1990.00</b> |

The facilities are handed to you clean and tidy, and you are expected to return them to us in a similar condition. If not, you are welcome to arrange the tidying up with Wendel who will charge you N\$300 for the service.

## **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 a deposit into our Bank Account: **NEDBANK, Branch Code 461038, A/C No 11010000922** with proof of payment to be send to [resolve2@iway.na](mailto:resolve2@iway.na) and [hans-gert@roeschlau.org](mailto:hans-gert@roeschlau.org)

## **IMPORTANT NOTICE:**

For evening functions, **Bar service and Music**, have to end strictly at 24h00.

## **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