



## Drinks and Food

Bar open?  Yes  No Time .....

Bar staff required?  Yes  No

Waiting staff required?  Yes  No

Drinks? .....

Food?  Yes  No

Please note: **All drinks and food to be purchased on premises (no BYO).** To ensure the smooth running of your event, we request: Confirmed number of guests five days prior. This number will be charged as the minimum as per initial booking and is not subject to reduction. Menu details to be finalised five days prior.

## Entertainment

Music/Band?  Yes  No

To be organised by ..... To be paid by .....

## Equipment Requirements (Sound System, Screen etc.)

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Hirer's Signature ..... S. A. German Association .....

Please complete, sign and return contract along with room hire to confirm booking.

Room Hire is only refundable if cancellation has been received 14 days prior to function.

Who recommended you to the German Club? .....

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## Conditions of Hire

- 1. Indemnity and damage or loss**

The hirer shall indemnify and keep indemnified and save harmless the owner and the owner's servants and agents from and against all damages, actions, claims and demands whatsoever. This includes the costs, charges, expenses caused by directly or indirectly or in connection with the transport, use, operation or maintenance of any equipment hired, whether resulting from negligence of the owner, its servants or agents or otherwise.
- 2. Cancellation**

The SA German Association has the right to not accept or to cancel a booking at any time. Management reserves the right to refuse entry at any time.
- 3. Responsibility**

The hirer shall be responsible for any loss or, or damage to the equipment, irrespective of how the loss or damage occurred (fair wear and tear only excepted).
- 4. Breakdown**

If a breakdown or failure of the equipment is caused by the hirer's negligence or misuse of the equipment then the period of hire shall end when the equipment has been repaired or replaced. The onus is on the hirer to pay for such repairs or replacement. Under no circumstances shall the owner be responsible for any expenditure damages and/or loss incurred by the hirer.
- 5. Period of hire**

The period of hire shall commence from the date required and time as shown overleaf whichever is the later and will cease when everything is handed over to the owner. In addition to any hire charges the hirer shall be responsible for any damage to walls, floor and lighting system.
- 6. Use of equipment**
  - I.** The hirer shall at all times use the equipment in a skilful and proper manner and in accordance with all laws and Government regulations. The hirer shall hand over all equipment in good order and condition. Nothing which may set off the sensitive fire alarm may be used on the Club's premises, e.g. candles, fog machines etc.
  - II.** The hirer certifies that the person who will operate the equipment is a qualified and experienced operator of the equipment.
- 7. Cleaning of rooms**

The hired room is to be left in a tidy condition.
- 8. Public Liability Insurance**

The onus is on hirers to provide adequate insurance cover for the full hire period. The owners public liability insurance covers only the activities of the owner, the Club and the Club's groups. Non-organisations need to be aware of the risk they take if they do not have public liability insurance.

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