



## FUNCTION / VENUE HIRE REQUEST FORM

### 1. CLIENT DETAILS

Client Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal / Physical Address: \_\_\_\_\_

### 2. FUNCTION DETAILS

**Type of Function:**

- ☐ Wedding
- ☐ Birthday
- ☐ Funeral
- ☐ Conference / Business Meeting
- ☐ Private Function
- ☐ Other: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

### 3. VENUE SELECTION

*(Please tick ONE option)*

- ☐ **School Hall** (max 250 pax) – R5,000
- ☐ **Banquet Hall** (max 150 pax) – R4,000
- ☐ **Braai / Conference Room** (max 70 pax) – R3,500
- ☐ **Braai Room Only** (max 30 pax) – R2,500
- ☐ **Conference Room Only** (max 50 pax) – R2,500
- ☐ **Business Conference (max 6 hours)** – R600
- ☐ **Bowls Club** (max 42 pax) – R2,000
- ☐ **Club Member Discount (10%)** applicable

Member Name: \_\_\_\_\_

### 4. CUTLERY & GLASSWARE HIRE

*(Tick required items and indicate quantity)*

- ☐ Dinner plate, knife & fork – R6 per set. Quantity: \_\_\_\_\_
- ☐ Side plate – R4. Quantity: \_\_\_\_\_
- ☐ Dessert bowl & spoon – R5. Quantity: \_\_\_\_\_
- ☐ Coffee cup, saucer & spoon – R5. Quantity: \_\_\_\_\_
- ☐ Champagne / Wine / Juice glass – R5. Quantity: \_\_\_\_\_
- ☐ Glass jugs – R7. Quantity: \_\_\_\_\_

## 5. ADDITIONAL FEES & SERVICES

- ☐ Corkage fee – R35 per bottle (wine or champagne)
- ☐ Cleaning fee – R300
- ☐ Décor arranged by Club (additional cost – quote required)
- ☐ Catering arranged by Club (additional cost – quote required)
- ☐ Own décor / catering (client's responsibility)

*Tables and chairs are included in venue hire.*

## 6. DEPOSITS & PAYMENTS

- ☐ **R500 Booking Deposit** (required to secure booking)
- ☐ **R500 Breakage Deposit**  
(Refundable within 7 days after inspection)

### **Banking details for breakage deposit refund:**

Account Holder: \_\_\_\_\_

Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_

## 7. BANKING DETAILS (FOR PAYMENTS)

### **Darling Sport Club**

Capitec Business Current Account

**Account Number:** 1052943349

**Branch Code:** 45010

**Reference:** Client Name & Function Date

## 8. VENUE CONDITIONS

1. Darling Golf Club is a sporting venue; golf activities take priority.
2. Weddings and birthday functions are subject to availability and management approval.
3. Funerals and confirmations are permitted on weekdays only.
4. No outside alcohol permitted – cash bar available.
5. Venue closes at **23:00**. Overtime charged at **R200 per hour**.
6. Décor must be removed by **10:00 the following day**.
7. No nail, screws or Prestik allowed (hooks provided).
8. Music permitted indoors only.
9. Any damages will be deducted from the breakage deposit.

## 9. TERMS & CONDITIONS

- Booking is confirmed upon receipt of the **R500 booking deposit**
- Full payment is due **one month prior to the function**
- Failure to comply with venue rules may result in forfeiture of deposit

## 10. CLIENT DECLARATION

I hereby confirm that the above information is correct and that I accept the terms and conditions of venue hire.

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_