



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: _____