

BEVERLEY HILLS ESTATE PRIVATE FUNCTION REQUEST FORM



Dear Owner/s - Residents

Rules and Regulations with regards to usage of the Club House at Beverley Hills Estate

One of the advantages of living in Beverley Hills is that as a resident owner or resident within this estate you can book the club house for your own private functions. We will though require certain information from you prior to approval being granted. In addition the following conditions and rules are to be agreed upon and signed prior to the Beverley Hills Home Owners Association (BHEHOA) trustees approving any booking.

Please ensure you sign each page and the indemnity on the last page, confirming your agreement to the terms & conditions which have been laid down by the BHEHOA Trustees.

- Please indicate type of function to be held _____
- Date _____ Time: _____ to _____

Number of persons invited _____ **Level 1 regulations:** 25 persons including children inside Clubhouse. Pool area, 30 persons including children.

Guest list www.beverleyhillsestate.co.za is to be issued by those booking the club house / pool facilities, a copy of which must be handed to the estate manager prior to the event in order to arrange access with the Estate Security.

- The Club House **cannot** be opened to the general public, or any fee charged at any stage by those organizing and/or making the booking.
- The persons who made the booking request must be present at all times, during the function, and whilst setting and clearing up.
- Do you require use of the kitchen YES or NO (*Delete which is not applicable*)?
- You will be required to pay a refundable deposit of **R2000.00** to Ballito Estates. Payment can be done electronically to: Nedbank Savings Account: Beverley Hills Branch No: 198765: Account No: 9004061955. Proof of payment must be attached to the indemnity. Also provide your banking details for when the deposit is refunded.
- The club house cannot be used for business purposes, and/or where those who have made the booking receive any form of remuneration and/or financial gain and/or represent a registered company and/or an organisation.
- The club house cannot be booked or utilised by a private organisation from outside the estate, or any other individual, whom is not an owner/resident within the estate.
- No owner and/or resident may book the club house for a private function more than 3 times a year. Any further bookings will raise a fee of **R500** per booking in addition to the refundable deposit previously mentioned.

- Any Owner who is not resident and is letting out his property in the estate cannot book or utilise the facilities. Owner who is not a resident can book or utilize the facilities when his property is vacant (no tenant).
- No booking of club house or pool area and facilities can be made during school or public holiday. Bookings for small groups of 10 or less persons can be accepted at the sole discretion of the Estate Manager. Bookings for larger groups over this period are restricted entirely.
- A tenant wishing to make a booking may do so via a written acceptance from the landlord agreeing to all terms laid down by BHEHOA, and should accept full responsibility in the event that the tenant default in any way.
- Braaing only allowed at the designated area.
- No kids jumping castle or other similar types of entertainment to be placed on the lawn next to the clubhouse.
- All noise & music will be reduced to levels that will not affect others within the estate on weekdays at 22h30 hours, and weekends at 23h00 hours.
- Eating within lounge area is permitted but those booking the facility are responsible for the costs of removing any marks and stains off furniture and carpets.
- No entry into lounge area with wet clothing.
- No glasses and/or bottles in and around the swimming pools' immediate vicinity.

If any glass gets dropped into the pool you will be responsible for all costs incurred to drain, clean and refill the pool. Note: CCTV Camera present.

- Please keep children out of the flower beds.
- **Strictly No pets allowed in the clubhouse or pool area.**
- All areas (lounge; poolroom; table tennis and toilets) must be cleaned up and left in the same condition as they were prior to the event. Rubbish bins must not be left full. This will attract monkeys.
- No smoking within the club house, smoking is allowed elsewhere in strict accordance with clubhouse pool/braai area rules. Cigarette ends are to be placed in proper receptacles during the event and not dropped on the lawns. Those booking the facility are responsible for the supply of receptacles.
- **DAM AREA IS NOT FENCED IN** – Those who have booked the function area must take the required precautions to protect any children that are also in the vicinity of the pool/dam areas whilst attending the function. **(Please obey the Signs)**
- Your booking covers exclusive use of kitchen, lounge, bar and verandah areas. Other residents may make use of gym, snooker room and table tennis room, tennis courts and

braai areas unless specific facilities have been allocated to you as part of your function (request must accompany the booking form).

- At all times the Conduct Rules of Beverley Hills Estate must be observed. Any non-compliance will be addressed by imposing the required fine.
- In the event of the power tripping, the security gate must be notified, they will then contact the Manager in order to restore power as soon as is practically possible. The use and safety of all electrical outlets at the club house and surrounding areas remains the sole responsibility of those persons booking and utilising the facilities.
- Costs for any damage will be made good from the refundable deposit, if further funding is required you will be called upon to settle, or it will be added to your levy account. With regards to tenants you will also be called upon to settle, otherwise it will be added to your landlords levy account.
- Failure by those booking and/or using the facilities that fail to comply with the above requirements will incur a penalty of between R250 and R1000 subject to the level of infringement. This will be agreed and ruled upon by the BHEHOA Trustees.

It is recommended that those booking facilities carry out an inspection with the Estate Manager prior to the event, and similarly on completion. Failure to carry out such an inspection will not exonerate those who booked the facilities from their responsibilities and liabilities in returning the club house and surrounding areas in the same good condition. Once the Estate Manager is satisfied that all is in order, the deposit will be refunded via Ballito Estates.

INDEMNITY

Ifurther indemnify and absolve the Beverley Hills Homeowners Association of Beverley Hills Estate (BHEHOA) from all and any liability or claim, howsoever arising, including any claims that maybe made against BHEHOA by third parties, and irrevocably waive all and any claims against BHEHOA.

Signature_____

Print Name_____ House / Duet / Malibu Unit / Belair Unit #_____

Dated_____

(All pages must also be initialed and this last page signed in full)

Banking details for refund: Bank _____ Details of Owner of Account: _____

Current / Savings _____ Branch No _____ Account No _____

Club House Booking Form

Guest entrance list for Security



Date of Function: _____

Total number of guests including children: _____

Please note: Only the below mentioned guests will be allowed into the Estate.

	Surname	#Adult	#Children	Total	Sign in	Sign Out	Date	Time
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Contact Cell number of Owner / Tenant booking the club house: _____

Name: _____ Owner of: _____