

# Bedfordview Pre-Primary School

22 Kings Rd, Bedfordview. Tel/Fax: 011-455-3424. info@bppschoo.co.za

## Hiring and use of school premises and property

### Booking confirmation:

Contact Person: \_\_\_\_\_ Date of Function: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Party Starting and Closing times: \_\_\_\_\_ to \_\_\_\_\_ (no later than 4pm)

### Terms and Conditions:

1. A non-refundable deposit of 50% is payable on making the booking and the balance no later than one full week prior to the event.
2. The facilities are available for a maximum period of 5 hours at a rate of **R2200,00** and closing time to end **no later than 16:00**. Where a party exceeds 5 hours or is later than 16:00, an amount of R150 per hour **or part thereof** will be levied.
3. Two staff members are assigned to help with the function.  
Their main responsibilities are to:  
3.1 help with setting up school chairs & tables,  
3.2 if you have hired one, help with setting up jumping castle (please NO water slides as these damage the grass),  
3.3 set out required cutlery, crockery and table cloths.  
3.4 clear away and wash cutlery, crockery, chairs and tables.  
3.5 supervise parked cars.
4. Tea cups, saucers, teaspoons, plastic cups and plastic plates are supplied. Please communicate the amount required to the administrator.
5. A large urn with boiling water will be available, but all tea, coffee, sugar, milk, etc. must be supplied by the undersigned (hiring person). Please **do not** empty the urn after use. A large metal basin is available for drinks (please supply ice).
6. Although there are trees and some shady areas in the garden, should you require more shade, please bring along umbrellas/gazebos.
7. The classrooms are not available for use.
8. The responsibility of supervision of children lies exclusively with the undersigned. Please ensure that children do not play or tamper with items in the entrance or bathroom areas.
9. The school will in no way be held liable for any loss or damage to persons or the property of persons attending the function.
10. The undersigned is liable for any damages to property or breakages that exceed the amount of R50,00.
11. Please ensure the grounds are left in the same condition as they were received. All decorations, papers, sweets, foods, cigarette butts, etc. are to be picked up. Please make use of our recycling bins for your waste i.e. separate paper, plastic & glass.
12. Please walk the grounds with a staff member before and after the party to ensure that the grounds are completely cleared and there are no breakages.
13. For the safety of the children as well as general security, the front door should remain closed/locked at all times. The door can be opened by pressing the upper black button on the intercom on the verandah next to the kitchen.
14. **Banking details: Nedbank Eastgate (192-405), Savings account 2-92-408-9743.**

*Fax: 086-566-9516 / e-mail: info@bppschoo.co.za*

**I, the undersigned, hereby accept and agree to abide by the terms and conditions as set out above.**

**Signed:** \_\_\_\_\_

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