



Plot 10, Dan Pienaar Drive, Tedderfield Estates  
 Office number (during weekdays only): 011 640-6096  
 Email: [admin@macsvenues.co.za](mailto:admin@macsvenues.co.za)  
 Website: [www.macsvenues.co.za](http://www.macsvenues.co.za)

**NEW Mac's Party Venue CIRCUS & FARM COMBO booking form April 2017**

Please fill in the details below and we will revert to you whether the date and time you require are available

Day & Date of Party	
Name of Parent / Organizer	
Physical Address	
Cell number	
Alternative cell number	
Email address	
Work number	
Work email	
NAME of birthday child	
AGE of birthday child	
SEX of birthday child	

**CIRCUS & FARM VENUE COMBO - CHOOSE PARTY TIME SLOT REQUIRED**

Time Slot	Time	Includes	Fee	Tick
Morning slot (3 hours)	10am to 1pm	20 kids & 40 adults	R 2 250	
Afternoon slot (3 hours)	2pm to 5pm	20 kids & 40 adults	R 2 250	
Full Day	10am to 5pm	20 kids & 40 adults	R 3 250	

**Guest numbers**

Extra Children @ R25 p/child		<i>Please note: This fee is for usage at the venue and does not include any additional items such as chairs, glasses, tea cups etc. These will need to be ordered as additional items</i>
Extra Adults @ R15 p/adult		

**OPTIONAL EXTRA - Circus school interaction and "mini" show by the children**

Details	Includes	Time	Fee	Book
Circus School participation	30 children	2 hours	R 2 500	
<i>Please remember children under the age of 5 years will not be able to participate in the circus school participation</i>				
Circus Show	your guests	30 minutes	R 2 000	

**CHOOSE EXTRA TIME IF REQUIRED**

Details	Fee	Total Extra time required	Fee
Early set up before 9.30am	R95 per 30 minutes		
<i>If you book to set up earlier than 9.30am and arrive late - you will still be liable for the payment for the additional time</i>			
Extra time after 5pm	R300 per hour		
<i>If you have booked extra time in the afternoon and leave at 5.30pm, you will be NOT be charged</i>			

**PAYMENT TERMS - EFT (Electronic transfer) ONLY - NO CASH**

To confirm your booking please pay a NON-refundable/NON-transferable deposit of R1,500-00 for a half day booking or R2,000-00 for a full day booking

Your booking will be cancelled if deposit has not been received within 48 hours of receiving your booking form

**We DO NOT accept cash deposits in our bank account.**

**Should you make a cash deposits into our bank account, it will incur a R 250 deposit fee based on R 2,000**

The final invoice will be sent to you 5 days prior to your party date

The balance of payment for venue hire & all extras booked must be made by EFT 7 days prior to party date.

Please note your name and date of party as reference on EFT payment

Please email proof of payment (POP) to admin@macsvenues.co.za

Extra children, extra adults, afternoon overtime and items from tuckshop must be paid in **cash** on the day of your party

**Banking details:**

**TBA**

**TERMS & CONDITIONS OF VENUE HIRE**

**Cancellation Policy:** The venue you have requested will be booked exclusively for your party, therefore you will be liable for full payment, if you cancel the booking 28 days or less, prior to the party date.

The venue staff do not answer phones or have access to computers on weekends. Please ensure you request and pay for all extra requirements at least 7 days prior to your party date.

If you have additional guests attending on the day of your party, venue manager will issue you with an **onsite document for cash payment**, and a final invoice will be sent to you during the week after your party, for your records

**Set up of your party:** The venue will be available for set up 30 minutes prior to start of your party

**Clearing up:** We start cleaning venue 20 minutes prior to end of the party and we allow you 20 minutes to clear up after party

Please ensure you are packed up and leave on time as you will be charged overtime, if staff have to work overtime.

If extra time is available the venue manager will give you a booking form to fill in 15 minutes prior to the end of your party & you will need to pay in CASH to the manager

Please advise us if you want to bring in your own equipment or entertainers

**WE ALLOW**

You to bring own beer & wine in limited quantities

Own catering, food, cold drinks & cakes - please see our electrical plug charge, if you bring in electrical items.

Own décor

**WE DON'T ALLOW**

Loud music or sound systems & microphones. Please advise if required so we can make special arrangements

No bad behaviour or damage to property will be tolerated, should there be any, you will be liable for full payment of the repairs or replacement.

Extra electrical items if not by previous arrangement - as these are charged for per plug

Credit or Debit Cards

We reserve the right of admission at all times

**SAFETY**

All persons entering Macs Party Venues will be required to sign our indemnity form at the security point on arrival.

The organizing parent will be responsible for the safe keeping of children attending the party

**We do not provide child minders for equipment**

**ALL PERSONS ENTERING MACS PARTY VENUES DO SO AT THEIR OWN RISK.**

**Under no circumstances will the management, owners, staff or any employees of Mac's venues accept liability or responsibility for any illness, injury, death or otherwise sustained or suffered by any person, or loss to any personal property, whether arising from negligence or any cause of nature, whilst using the premises and amenities provided by Mac's venues**

Signed by \_\_\_\_\_

Date \_\_\_\_\_

Contact number on the day of the party \_\_\_\_\_

**By signing this agreement:**

agree to all above terms & conditions of venue hire

**Venue manager & co-ordinator on site:** Barnet (pronounced Bennet)

**Venue contact number on day of party:** 071 599 8272

You