



**MAC'S VENUE FOUNTAIN BOOKING FORM 2017**  
**SUMMER TIME HIRE - 1 Jan to 15 May & 19 August to 31 December**

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	

**FOUNTAIN VENUE - CHOOSE PARTY TIME SLOT REQUIRED**

Time Slot	Time	Includes	Fee	Tick
Morning slot (3 hours)	10am to 1pm	20 kids & 40 adults	R 1 950	
Afternoon slot (3 hours)	2pm to 5pm	20 kids & 40 adults	R 1 950	
Full Day	10am to 5pm	20 kids & 40 adults	R 2 995	

**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		

Please request our COMBO venue booking form if you want to book - Farm & Fountain Combo

**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 1pm	R95 per 30 minutes		
Extra time after 5pm	R150 per 30 minutes		

*If you have booked extra time in the afternoon and leave at 5.30pm, you will be NOT be charged*

**WEEKDAY SPECIALS (no Public holidays)**

**FOUNTAIN VENUE INCLUDES SCHOOL OUTINGS - CHOOSE OPTION**

Time Slot	Includes	Time	Fee	Book
4 hours	30 kids	9am to 1pm	R 980	
Full Day	50 kids	10am to 4pm	R 1 700	

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

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 the deposit has not been received within 48 hours of receiving your booking form

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

The balance invoice will be sent to you 5 days prior to your party date, which needs to be settled immediately.

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

**Bank details:**

TBA

Please email proof of payment (POP) to [admin@macsvenues.co.za](mailto: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

**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:**

You agree to all above terms & conditions of venue hire

**Venue manager & co-ordinator on site:** Barnnet (pronounced Bennet)  
**Venue contact number on day of party:** 071 599 8272