



KIDS/TEENS DISCO BOOKING FORM 2017

Please book party date & time prior to filling in Booking form.

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	

PARTY BASH VENUE - CHOOSE PARTY TIME SLOT REQUIRED

Details	Includes	Time	Fee	Book
Party Venue (no DJ)	100 guests	6.30pm to 10.30pm	R 2,995	
Optional DJ hire		6.30pm to 10.30pm	R 3,350	

Guest numbers

Extra Guests @ 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>
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MUSIC MUST BE SWITCHED OFF AT 10.30PM

OPTIONAL EXTRAS

Details	Note requirements	Includes	Fee	Book
Draping			R 380.00	
Red Carpet			R 100.00	
Kids Table & chair covers			on request	
Trestle Table Covers			R20 each	
Extra adult chairs			R6 each	
Extra Electrical plug points			R95 per item	
Prepared Braai			R 250.00	
Bonfire Wood			on request	
Gas Stove			R 250.00	
Ice (3kg bags)			R 15.00	
Party Equipment			on request	
Party Photographer			on request	

Extra requests / requirements

PAYMENT TERMS - CASH AT THE VENUE OR EFT

To confirm booking please pay Non refundable deposit of R2,000-00

Your booking will be cancelled if deposit has not been received within 5 days of booking venue

We do not accept cash deposits in our bank account. Cash deposits into our bank account will incur a R150 deposit fee

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

Balance of payment for Venue hire & extras booked must be made by EFT or cash at the venue 5 days prior to party date.

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

Please email POP to admin@macsvenues.co.za

All extras must be paid in **cash** on the day of your party

Bank 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

Additional sound systems &/or 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: Barnet (pronounced Bennet)

Venue contact number on day of party: 071 599 8272