

# THE MITRE

## VENUE HIRE BOOKING FORM



**BISHOPS**  
OLD DIOCESAN

FEE SCHEDULE - 2016

ROOM	FEE
Board room	R1 500 (per day)
Function Room	R1 500 (per day)
Board Room and Function Room	R3 000 (per day)
Breakage Deposit	R5 000 (per Booking)

### DETAILS OF USER AND RESPONSIBLE PERSON

Full Name			
ID / Reg Number			
Responsible Person	<i>(Must be an OD)</i>	Year / House	
Telephone		Mobile	
Email			
Address			

### BOOKING DETAILS OF EVENT

Date of Event		Time	From	to
Room(s) required	Board Room		<i>(yes / no)</i>	Function Room
				<i>(yes / no)</i>
Number of Guests				
Nature of Event	<i>(please insert purpose, nature and details of the Event)</i>			

### ADDITIONAL REQUIREMENTS

Security guard	<i>(evening function) (yes / no)</i>
Audio-visual or other equipment	<i>(please insert details or requirements)</i>
Layout and/or seating configuration	<i>(please insert details or requirements)</i>
Catering	<i>(please insert details or requirements)</i>
Additional requirements / Notes	<i>(please insert details or requirements)</i>

## BOOKING PROCEDURE AND PAYMENT

1. Please return this completed Booking Form to **Delre O'Rourke**, by hand or via email to **dorourke@bishops.org.za**, no later than 10 (ten) Business Days prior to the date of the Event. Ms O'Rourke may be contacted on +27 21 685 1829.
2. The OD Union will endeavour to confirm the Booking within 2 (two) Business Days of receipt of a completed Booking Form, subject to the applicable payments being made.
3. Upon receiving confirmation of the Booking from the OD Union, the User shall be required to transmit a copy of the Venue Hire Terms and Conditions to the OD Union signed by the Responsible Person, care of Ms O'Rourke.
4. The User shall pay the Deposit and the Breakage Deposit within 5 (five) Business Days of submission of the signed Terms and Conditions, but in any event no later than 5 (five) Business Days prior to the Event.
5. The balance of the Fees shall be due 5 (five) Business Days prior to the date of the Event. **Please note that the OD Union will be unable to accommodate the Event without full payment of the Fees being received by the OD Union prior thereto.**
6. A full Guest list must be provided by the Responsible Person to the OD Union, care of Ms O'Rourke, no later than 5 (five) Business Days prior to the Event.
7. The Deposit, the Breakage Deposit and the Fees shall be paid by electronic funds transfer into the bank account of the OD Union, the details of which are:

<b>Bank</b>	Standard Bank
<b>Account Holder</b>	OD Union
<b>Branch</b>	Rondebosch
<b>Branch Code</b>	025 009
<b>Account number</b>	274 927 187
<b>Reference</b>	Name and venue date

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

Responsible Person / User: \_\_\_\_\_

Signature: \_\_\_\_\_

### FOR OD UNION OFFICIAL USE

<b>Booking Accepted</b>	<i>(yes / no)</i>		
<b>Deposit</b>	(R)	<b>Due By:</b>	
<b>Fee Balance</b>	(R)	<b>Due By:</b>	
<b>Breakage Deposit</b>	(R)	<b>Due By:</b>	
<b>Security hire fee</b>	(R)	<b>Due By:</b>	
<b>Notes</b>			