

# Vera School for Autistic Learners

Street Address: 20 Anglesey Road,  
Rondebosch East, 7780

Postal Address: Private Bag X4,  
CLAREINCH, 7740

Email address: info@vera.co.za  
Website: <https://www.vera.co.za>

Telephone: (office) 021 696 2844



NPO No: 014-912

Straat Adres: Angleseystraat 20,  
Rondebosch East, 7780

Pos Adres: Privaatsak X4,  
CLAREINCH, 7740

E-posadres: info@vera.co.za  
Webwerf: <https://www.vera.co.za>

Telefoon: (kantoor) 021 696 2844

## HALL CONTRACT 2024

LESSEE: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

HIRING OF HALL – DATE: \_\_\_\_\_

Received: Deposit: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Received - Rent: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Cost of hall – R3 100 a day (07h00 till 24h00)

PLUS: Deposit R1 500 – to be paid when booking is made (deposit can be forfeited should any conditions regarding the hiring of the facilities not be adhered to.

Equipment supplied by us: 20 x 8-seater round tables (150 diameter)  
200 x plastic chairs

- Hall rental to be paid at least one week prior to function. **ONLY EFT PAYMENTS PLEASE – WE DO NOT ACCEPT CASH.**
- Keys to be collected on the Wednesday morning prior to function between 08h00 and 10h00 sharply. Keys may only be collected by person signing this contract – **NO CATERERS OR ANY OTHER PERSON TO HANDLE KEYS**
- Lock up after your function and return keys to FUNDRAISER on Monday morning between 08h00 and 10h00 sharply.
- **Own equipment is to be removed from the school on the same day of function (please check with the hiring company that they do deliver/collect the same day)**
- Cleaning – Vera School will provide own Cleaner (he will only do the cleaning and not pack away tables and chairs).
- Bathroom/toilets – You are to provide your own toilet paper and hand towels
- Decorating hall – No drapes to be attached to the hall ceilings and windows – **PLEASE DO NOT DRIP CANDLE WAX ON FLOORS**
- Please give your wedding planner/caterer a copy of contract in order for them to be familiar with the rules!

- Gardens – No picking of flowers/branches
- **NO SMOKING IN SCHOOL BUILDINGS**
- **NO ALCOHOL TO BE SERVED ON PREMISES**
- **NO LOUD DANCE MUSIC ALLOWED – only background music** • Cleaning – Tables and chairs must be packed away after the function.
- The facilities must be left in the same condition as were found.
- Noise – Please request that your guests do not hoot before, during or when leaving the hall
- On departure - lights are to be switched off and doors, windows and gates to be locked
- 2 x black wheelie rubbish bins will be provided
- **Brooms, mops and bucket will be supplied if you would like to do some cleaning during the day**
- **Size of hall – 13,5 x 12,5**

**In case of any problem, Anita Reed can be contacted on mobile 0824428894**

Deposit can be forfeited under the following conditions:

Should your function go beyond 00:00, or

Cancel a booking in less than 30 days prior to function, or

IF ANY SMOKING TAKE PLACE IN THE SCHOOL BUILDINGS

If equipment is not removed from premises by the end of the day of function.

Deposit will only be refunded after a thorough inspection of the facilities has taken place

SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
VERA SCHOOL

\_\_\_\_\_  
LESSEE

**YOUR BANKING DETAILS:** Name of account holder: \_\_\_\_\_  
 Bank: \_\_\_\_\_  
 Branch No: \_\_\_\_\_  
 Account No: \_\_\_\_\_

**VERA SCHOOL BANKING DETAILS:**

**Account Holder: Vera School**  
**FIRST NATIONAL BANK**  
**BRANCH CODE: 210-046 (Kenilworth Centre)**  
**ACC NUMBER: 501 525 81367**

(Please put your NAME and “HALL” in the reference space on the deposit slip – this will ensure that I will pick it up from the statements immediately) Fax/email deposit slips to me:

- Email: [fundraiser@vera.co.za](mailto:fundraiser@vera.co.za)