



Tel: 09 678 2737 /079 504 1412 / 060 825 5300  
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Address: Community Centre, Aristea Crescent  
Roberts Estate, Middelburg

## APPLICATION TO RENT THE ROBERTS ESTATE COMMUNITY HALL

*(The Applicant must be a current resident of Roberts Estate)*

Name & Surname: \_\_\_\_\_

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

Contact Details: \_\_\_\_\_

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

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

Date of Function: \_\_\_\_\_

Total Guests (maximum 50 permitted): \_\_\_\_\_

Time of Function (from/to): \_\_\_\_\_ to \_\_\_\_\_

Type of Function: \_\_\_\_\_

Number of Tables Required: \_\_\_\_\_

Number of Chairs Required: \_\_\_\_\_

Number of Vehicles (maximum 30 permitted): \_\_\_\_\_

### Bank Details for Deposit Refund

Kindly attach proof of your bank account.

Account Holder: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Branch Code: \_\_\_\_\_

Initial: \_\_\_\_\_

Account Number: \_\_\_\_\_

#### **TERMS AND CONDITIONS FOR RENTAL OF THE COMMUNITY HALL:**

1. ROBERTS LITTLE LATTE LANE reserves the right to decline this application without further explanation.
2. Renting the hall is the sole responsibility of the applicant. No claims may be made against the Homeowners Association or Roberts Little Latte Lane
3. A total amount of **R2,500** is payable upon signature of this application form: R1,500 rental fee and **R1,000** refundable deposit.
4. The **R1,000** deposit will be refunded within 7 working days after the function and final inspection, provided there are no damages, excessive cleaning required, or breaches of the terms and conditions.
5. The applicant is responsible for the conduct of all guests and will be held liable for any damages caused to ROBERTS LITTLE LATTE LANE property, infrastructure, offices, private homes, or roads.
6. The applicant's account must be up to date and have no outstanding payments due to ROBERTS LITTLE LATTE LANE.
7. Guests may not roam freely through Roberts Estate or cause any nuisance to residents. Access is restricted to the entrance hall and veranda area.
8. All guests must adhere to ROBERTS LITTLE LATTE LANE's House Rules. Any violation will result in the forfeiture of the deposit and possible denial of future rentals.
9. The speed limit within the Estate is strictly 30 km/h.
10. Guests must enter using a unique access code provided by the office. No access will be granted without a code.
11. Security personnel may be placed at the hall for the duration of the event.
12. ROBERTS LITTLE LATTE LANE reserves the right to inspect or visit the hall at any time during the function. Should any irregularities occur, the function may be terminated immediately, and all guests will be deemed trespassers. The deposit will be forfeited.

Initial: \_\_\_\_\_

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13. Should guests misbehave or cause a nuisance, the applicant will be required to address it immediately. If not rectified, the guest's access will be revoked, and the function may be terminated. The deposit will be forfeited.
  14. For functions for minors (under 18 years), alcohol is strictly prohibited. If alcohol is found, the function will be terminated immediately, and the deposit forfeited.
  15. Cash bars are not permitted.
  16. The hall must be left clean and in its original condition. Any additional cleaning required will result in the forfeiture of the deposit.
  17. There is no generator or alternative power supply available. Private generators may not be connected to the building's electrical system.
  18. Access to the kiosk must remain unobstructed. Kiosk tables and equipment are not to be used or removed.
  19. Jumping castles and water slides are not permitted.
  20. Towels, soap, or other restroom items are the property of ROBERTS LITTLE LATTE LANE and may not be removed.
  21. No damage to plants or throwing of objects into the dam or swimming pool is permitted.
  22. Decorations may not be attached to walls, doors, or ceilings with glue, Prestik, Sellotape, or any adhesive materials.
  23. If music is played, it must be SAMRO and SAMPRA registered. Proof of registration must accompany this application.
  24. All music and noise must be turned down by 22:00 (Fridays & Saturdays), and 20:00 on Sundays.
  
  25. If noise or nuisance complaints are received, security will investigate. If found valid, the function may be terminated immediately, and the deposit forfeited.
  26. All functions must end by 23:00 (latest)

Initial: \_\_\_\_\_

27. Any event continuing after 23:00 will incur an additional day's rental of R1,500, recoverable via a special levy.
28. A maximum of 50 guests is permitted per function.
29. A maximum of 30 vehicles is permitted per function.
30. The applicant must be present at all times during the function.
31. By signing this document, the applicant confirms that they have read, understood, and agree to all the above terms and conditions, and acknowledge receipt of Annexure A: ROBERTS LITTLE LATTE LANE House Rules.

**Banking Details for Deposit and rental amount:**

Roberts Little Latte Lane

Bank: First National Bank

Account number: 631 6182 2911

Branch Code: 240 157

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Witnesses:

1. \_\_\_\_\_

Applicant: \_\_\_\_\_

2. \_\_\_\_\_

R Little Latte Lane representative: \_\_\_\_\_

Initial: \_\_\_\_\_