

APPLICATION FOR PRIVATE FUNCTION

Thank you for choosing the BBC, BBP or the Kick about field as your function venue. Please complete the relevant information below.

Name of Resident:		
Residential Address:		
Email:		
Cell Number:		
Number of Adults:		
Number of Children:		
Number of Vehicles accessing the BBC: Do you Require Access for any Non Zimbali guests YES / NO If YES please kindly attach or email your Visitors Name and Identity Number to Mandilene Reddy at bbcadmin@zema.o.za		
Date of Function:		
Please tick the function option that you will utilising:		
<input type="checkbox"/> BUSHBUCK CLUB (BBC)	<input type="checkbox"/> BUSHBUCK POOLS (BBP)	<input type="checkbox"/> KICKABOUT FIELD
Time of Event: (please tick your required time)		
09h00 – 12h00	<input type="checkbox"/>	
13h00 – 17h00	<input type="checkbox"/>	
Catering Options		
What is the purpose of the function		
Will food be consumed from the BBC?		
Will you be providing your own catering?		
Do you intend playing any music?		
Name of Service Providers?		
Do you require trestle tables and chairs? If so how many chairs are required?		

TERMS AND CONDITIONS

FEE

R300 – strictly a clean-up fee only

NUMBER OF GUESTS

ZEMA must be notified of the final number of guests by no later than 48 hours prior to your function. Please note that a maximum of 50 guests at any given function is permitted.

SET UP & STRIKE

The venue will be made available for setup half an hour prior to your hosted event. 08h30 if it is a morning function and 12h30 if it is an afternoon function.

DÉCOR & EQUIPMENT

Décor should be freestanding without any attachments to walls, ceilings or floors. No Prestik, drawing pins or staples will be allowed to be used to attach any decorations to the furniture. The Member agrees to provide his or her own equipment for the function, unless highlighted that you require trestle tables and chairs. All décor, sound equipment etc. must be removed from the venue immediately after the function.

CATERING – FOOD & BEVERAGE

All catering must be arranged and facilitated by yourself.

GUEST LIST & SERVICE PROVIDERS ACCESS

Member's guest list and Service Providers list for access onto Zimbali Coastal Resort must be emailed to Mandilene Reddy at bbcadmin@zema.co.za 24 hours prior to your hosted function.

CLIENT SERVICE PROVIDERS

The Member reserves the right to use their own service providers. All service providers agree to adhere to the Rules and Regulations of ZEMA, as per The Lifestyle Guide, page 44, paragraph 1.3: ***“Any contravention of the Estate Rules by any person who gains access to the Estate under the authorisation of a member shall be deemed to be a contravention by the member. Contravention of the Estate Rules by contractors, sub-contractors or any service provider will also make them liable to fines and may jeopardise that company's / individual's continuance of business activities on the Estate”.***

Please note that the ZEMA Access Policy needs to be adhered to. We will gladly assist with acquiring reference numbers, but the Member will be fully responsible for the Entertainment and Service Providers.

ZEMA NOISE POLICY

In accordance with the Noise Policy of ZEMA, the guest agrees to abide by these rules. All music and entertainment for the function must be unobtrusive to dwellings in the immediate area. The ZEMA Rules regarding noise must be strictly adhered to. ZEMA reserves the right to impose fines where these rules are transgressed.

BOOKING CONFIRMATION & DEPOSITS

We confirm that we are currently holding your function date as requested. This date will only be confirmed once the clean-up fee of R300 has been paid. Proof of payment must be emailed within 48 hours of signing the function application to Mandilene Reddy at bbcadmin@zema.co.za.

Banking Details

Zimbali Estate Management Association
Standard Bank – Umhlanga Ridge
Branch Code - 057829
Account Number - 052366863
Reference - Name

CANCELLATION

If the function is cancelled less than 14 days prior to the function, the R300 clean-up fee is not refundable.

I, undertake to ensure that all my guests invited to the function and service providers will abide to the ZEMA Rules (Zimbali Lifestyle guide) at all times, and I personally accept complete responsibility thereof. I undertake to take full responsibility for any damage to the venue and to pay for any subsequent repair work if necessary.

Application signed by: _____ Date: _____

FOR ZEMA OFFICE USE ONLY

APPLICATION RECIEVED: YES/NO

FUNCTION SHEET SENT TO BBC YES/NO

CLEANING FEE OF R300.00 RECEIVED YES/NO

Date:

ZEMA Representative

ZEMA
Comments _____

Invoice No: _____

Receipt No: _____