

BUTTERFLY HALL & BUMBLEBEE ROOM - BOOKING SHEET 2022



www.rietvleifarm.co.za

Kindly read and complete the Venue Booking details below.

FREE parking is available for your guests at the Main Parking Entrance.

Maximum Guests allowed as per the Price List – Bumblebee Room is 50 people and Butterfly Hall is 100 people.

Please refer to RIETVLEI ZOO FARM Price List 2021 for all details.

The Butterfly Hall and Bumble Room EVENING Venue Hire closes strictly 1 hour before curfew. Extra tables and chairs can be hired via the farm office. Drum braai hire is R50.

DEPOSIT: A refundable deposit of R500 is payable for the hall hire. Refunds will be done 7 days after the function.

Butterfly Hall & Bumble Room Hire Fee excludes Picnic Park Day Visitors Access & Entrance Fees into the Picnic Park Area.

*Should you wish to enter the Picnic Park Area, you need to pay Entrance Fees for your guests, over and above your Venue Fee.

Picnic Area Visitor Entrance Fees: R40 per person.

VENUE DETAILS:

Name of Venue: _____

Date of Function: _____

Type of Function: _____

Contact person Name & Surname: _____

Cell: _____ Email: _____

Start time: _____ Finish time: _____

Complete where necessary:

Butterfly Hall or Bumblebee Hall Hire: R _____

Deposit payable R500 (refundable) R _____

Extras R _____

TOTAL AMOUNT DUE R _____

PAYMENTS & BANK DETAILS:

FULL PAYMENT IS REQUIRED WHEN MAKING THE BOOKING.

Account Name: Rietvlei Zoo Farm (Pty) Ltd Standard Bank - Southdale Account No: 302 401 385

REFERENCE: Please use your BUTTERFLY or BUMBLEE ROOM + DATE OF FUNCTION as reference when making a payment.

CANCELLATION POLICY:

Bookings must be cancelled in writing by email Rietvlei Zoo Farm.

A cancellation of the venue booking would result in a considerable loss for Rietvlei Zoo Farm.

Therefore the following Cancellation Policy applies:

Days prior to function date	Cancellation fee percentage	Exceptions
60-90 days	No Cancellation fee	None
30-60 days	25% of quoted amount	If venue can be filled, no cancellation fee.
15-30 days	50% of quoted amount	If venue can be filled, no cancellation fee.
1-14 days	100% of quoted amount	None

You hereby understand and undertake:

- 1.To accept responsibility for any incidents arising from your event, function or gathering.
- 2.To pay for any damage/costs reasonably incurred in cleaning/restoring the venue to its original condition.
- 3.That there will be NO refunds paid back to you, should any guests not arrive.
- 4.There will be NO refunds paid back to you, due to bad weather.
5. You and your guest must adhere to the Farm Rules at all times.

Signature: _____ Date: _____

Please read, complete and sign this form and email it back to FARM OFFICE together with proof of payment and the signed RULES of the Farm.