



WPCA Venue Hire Policies

Please contact us for the latest rates. nadiah@wccricket.co.za / 021 657 2010

Venue Hire rate includes:

- Tables
- Chairs
- Secure Parking
- 24 Hrs Security
- All day access until 12am (Midnight)

Venue Hire Rate does not include:

- Table Cloths
- Overlays
- Decor- (Flowers, centre pieces, candles etc.)
- Draping
- Chair covers
- Dance Floor

Policy with respect to hiring of venue:

- A deposit of R500 is required to secure the booking.
- Please note that the deposit will be used as a cancellation fee when cancelling the event.
- Full amount to be paid one week prior to the event.
- Any breakage, loss or damages will be for your account.
- No alcohol will be allowed to be brought onto the premises.
- A Barman and alcohol will be provided on request. This will be billed for separately.
- Please be advised that the venue must be left clean and in the same condition as it was received
- The hiring of the venue is at user's own risk.
- User's must vacate the venue by 12am.

Staff Policy:

- Function rooms can be utilised by any bona fide staff (permanent) once per annum without charge. This is for the function room only.
- Management staff is allowed the same usage twice per annum.
- A refundable deposit of R350 will be charged for any breakages, etc. This deposit is payable on confirmation of booking.
- The use of crockery, cutlery, etc. will be charged for at a nominal rate. Any breakages, loss or damage will be charged for at the replacement value.
- Staff may not use the facilities if they will gain financially from the use.
- Any staff member who wishes to utilise the function room over and above their allocation will be charged at the normal rate for the usage. This amount will be payable upfront.
- Staff is required to book the facilities at least 30 days in advance to ensure that it does not conflict or coincide with scheduled or pre-booked events.