

STONE MANOR

CLUBHOUSE HIRE FORM

Unit Number: _____

This contract is an agreement between the hirer _____

ID NO: _____ resident / owner of Unit _____ and the Stone Manor Body Corporate that the hirer will abide by the set conditions of the contract and accepts full responsibility for himself/herself and all the guests at the function .

Clubhouse Hire Fee: R500.00 per function

Refundable Deposit: R2 000.00.

- a) This deposit will be used to offset any damages to property or gardens. If damage costs exceed the deposit, the hirer will be responsible for the excess.
- b) This deposit may also be used to offset any cleaning not done after the function.

Total amount to be paid R2 500.00

BANKING DETAILS:

Account Holder: Stone Manor Body Corporate

Bank: ABSA

Account number: 407770332

Branch: Horison

Branch Code: 632005

Reference: Unit+SM+Clubhouse ie:100SMClubhouse

Conditions of Hiring:

- a) Number of guests – A maximum of 20 people including the residents of your unit.
- b) Parking – Stone Manor does not have the capacity for extra parking without inconveniencing fellow residents. Your guests will therefore be required to park out in North Road at their own risk. Security will not allow them to park in the Stone Manor driveway.
- c) Noise – Music will be kept to a volume that will not disturb fellow residents. No professional disco or sound equipment is permitted.
- d) Behaviour – No shouting or raucous or drunken behaviour, or any behaviour which may disturb fellow residents is permitted.
- e) Time Limits – Any function will not last longer than 5 (five) hours. Your party/function will end, and guests will leave quietly by midnight on Fridays and Saturdays and by 10pm on weekdays . (No parties on Sunday evenings)
- f) Clean-up – The clubhouse and surrounds must be left in the same condition as found. Any cleaning not done will be done by Stone Manor staff and charged to the resident.

Breach of Contract:

Failure to adhere to the above conditions may lead to forfeiture of deposit and WILL lead to no future permission being granted to hire the clubhouse.

Signature of Hirer

On behalf of Body Corporate
Caretaker

Cell no: _____

Date: _____



STONE MANOR

CUSTOMER PRIVACY NOTICE

By signing or submitting this form electronically, you are authorising Micaro Estate Management and Stone Manor Body Corporate, to collect, process and store your personal information in terms of the provisions of The Protection of Personal Information Act for as long as you remain a resident/are an owner at the Estate. The collection, processing and storage of your personal information will be used for the purposes of managing the Estate.

These purposes include, but are not limited to:

1. Contacting you for any/all matters relating to the Estate.
2. Circulating SMS and Email notifications for matters that strictly pertain to the Estate.
3. Sending out contravention notices in the event of any contravention of the Conduct Rules of the Estate.
4. Circulating regular newsletters

Please note that we will share information if we are of the opinion, it is necessary to comply with the law or to protect our interests. We will also use your personal information to comply with any legal and regulatory requirements or industry codes to which we subscribe, or which apply to us, or when it is otherwise allowed by law.

Your information will not be shared with third parties, however we may disclose your personal information to the Service Providers at the Estate who are involved in the delivery of services to you, provided they are able to ensure that they comply with our privacy terms. We will ensure that anyone to whom we pass your personal information onto agrees to treat your information with the same level of protection as we are obliged to.

We provide adequate protection for the personal information we store and have checks in place to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your personal information is secure.

You have the right to ask us to update, correct or delete your personal information. It must be noted that should you withdraw your consent for us to store your information, we will be unable to render an effective service to you in accordance with our appointment by the Body Corporate.

You have the right to request a copy of the personal information we hold about you. To do this contact us at the numbers/ addresses listed on this document and specify what information you are requesting. We will take all reasonable steps to confirm your identity before providing details of your personal information.

We would appreciate it if you would ensure that your personal information that we store, for the purpose of fulfilling our obligations to the Estate, is current and accurate.

