



FACILITIES RENTAL AGREEMENT

Name of company/person _____ Contact person _____

Contact email address _____ contact number _____

Type of event being held _____

Areas to be used (please circle as appropriate)

Room	Tick as needed
Enrichment room 1	
Enrichment room 2	
Garden	
Recreational space	
Art room	
Kitchen	

Days and times on which booking is required

Date	Time slot	Date	Time slot

Extra facilities required

Facilities	Quantity needed	Facilities	Tick as needed
Trestle tables		Security officer (separate cost)	
School desks		Cleaner (separate cost)	
Chairs (plastic)		Urn, microwave, kettle in kitchen	
Chairs (school)			



CONDITIONS OF RENTAL

1. Facilities are rented out for morning, afternoon or evening slots. Morning slot is 08h00 – 12h30, afternoon slot is 13h00 – 17h30 and evening slot is 18h00 – 21h00.
2. Included in the rental fee is the following:
 - Full use of the school bathroom (one bathroom for garden, second bathroom for recreational space)
 - Use of the playground and sensory garden and outdoor furniture including jungle gym
 - Parking area on school premises (only available for renter, not guests)
3. No smoking is allowed on the premises, no loud music and no rowdy or disorderly behaviour will be permitted.
4. Unless security is booked separately, the contact person will be responsible for ensuring that the gates are closed at all times during the function and that guests remain in the areas that are rented.
5. Unless a cleaner is booked separately, the contact person will be responsible for ensuring that the premises are left in the condition in which they were rented and all equipment and furniture is returned to place.
6. Any damage to the equipment or premises and any cleaning required will be charged to the contact person and will be payable on invoice.
7. Prompt payment of rental must be made to confirm booking. Cancellations made within less than 48 hours of the event will incur full cost of the rental.
8. The school will, with prior permission from the contact person, post photographs of the event on its website and social media.
9. Bookings must be made at least one week in advance of function to guarantee availability.

I understand and accept the conditions of rental for the Growing Minds premises.

Name

Signature

Date



RENTAL COSTS AS AT 1 JUNE 2023

- Birthday parties and functions R1500 per slot – separate cost for recreational space
- Workshops and corporate events R1500 per slot or R2500 per day
- Individual enrichment room hire R90 per hour, R250 for 08h00 – 13h00, R450 for 08h00 to 17h30 (additional hours for therapy/workshops R90 per hour)
- Security officer for duration of slot R800
- Cleaner for during and after the event R350