



Homeowner - Lifestyle Centre Guidelines 2017

1. Lifestyle Centre Function Room and Upstairs Reception Area

Monday to Thursday – 08Hoo to 17Hoo and Friday 08Hoo to 12Hoo

- Venue fee R250, once per month, no repeat bookings
- Refundable breakage deposit R1000. Inventory list needs to be signed. Shortages will be deducted from the deposit. If the breakages amounts to a greater total than the deposit charged, the homeowner will be responsible for the balance.
- Usage of crockery & cutlery must be pre-booked
- Tables and chairs set up by Croydon staff if required
- Leave area clean and tidy or else a clean-up fee will be charged at R300
- Barman, waiter and cleaner service charged separately if required
- A 50% non-refundable deposit will secure the function date
- An indemnity form and venue contract must be signed when making a booking

Monday to Thursday – 17Hoo to 23Hoo

- Venue fee R500, once per month, no repeat bookings
- Refundable breakage deposit R1000. Inventory list needs to be signed. Shortages will be deducted from the deposit. If the breakages amounts to a greater total than the deposit charged, the homeowner will be responsible for the balance.
- Usage of crockery & cutlery must be pre-booked
- Tables and chairs set up by Croydon staff if required
- Clean-up fee R300, unless homeowner cleans the venue
- Lifestyle coordinator, barman, waiter and cleaner service charged separately if required
- A 50% non-refundable deposit will secure the function date
- An indemnity form, venue contract and key handover form must be signed when making a booking

Friday 13Hoo – 24Hoo, Saturday and Sunday 09Hoo – 24Hoo

- Venue fee R1200, twice per year, no repeats. Further bookings subject to normal venue fee.
- Refundable breakage deposit R1000. Inventory list needs to be signed. Shortages will be deducted from the deposit. If the breakages amounts to a greater total than the deposit charged, the homeowner will be responsible for the balance.

- Usage of crockery & cutlery must be pre-booked
- Tables and chairs set up by Croydon staff if required
- Clean-up fee R300, unless homeowner cleans the venue
- Lifestyle coordinator, barman, waiter and cleaner service charged separately if required
- A 50% non-refundable deposit will secure the function date
- An indemnity form, venue contract and key handover form must be signed when making a booking
- Music needs to be turned off at 24h00

2. **Swimming Pool Area & Courtyard**

- Free of charge
- Non-exclusive use
- Tables and chairs set up by Croydon staff if required (fee R150.00). Please note that if there is a function in the Lifestyle Centre on the same date as a swimming pool or courtyard booking, then only spare tables and chairs will be provided for the swimming pool or courtyard area.
- Refundable breakage deposit R500. If the breakages amounts to a greater total than the deposit charged, the homeowner will be responsible for the balance.
- Music – refer to Code of Conduct Rule 7.3
- To secure the use of the braai and court yard please reserve with Nicole to avoid any conflict of interest – Any other resident is still allowed in the area and may make use of the pool or the courtyard
- Clean-up fee R300, unless homeowner cleans the area
- Lifestyle coordinator, barman, waiter and cleaner service charged separately if required
- Only plastic glasses are allowed to be used at the pool and courtyard
- An indemnity form and venue contract must be signed when making a booking

3. **Arrangements applicable to all bookings**

- On public holidays the Sunday fees and arrangements will apply
- Bar facility is available on request (barman at R75 p/h, min 4 hours), double time on public holidays
- Lifestyle coordinator is available to assist at afterhours function (R500 minimum supervisor fee plus R100 p/h if more than 4 hours)
- Pre order for wines, tea/coffee need to be placed with Nicole and charged accordingly
- Homeowner is allowed to supply his/her own beer, spirits, champagne, coffee, tea, milk and sugar. Only Croydon wine to be served at all functions
- A pre-clearance visitor list must be submitted to security for access control

- Homeowner is allowed to use their own service providers but preferred suppliers are available. All supplies to abide by CVE guidelines
- Bookings must be made with the Lifestyle Coordinator at lifestyle@croydon-estate.co.za
Booking for the Lifestyle Centre will be on a first come first serve basis
- Venue hire will not be allowed if money is outstanding or due to the HOA
- The Lifestyle Centre is a homeowner benefit
- The right to use the Lifestyle Centre is transferred to the tenant when a homeowner rents their property for not less than 12 months
- Tenants with long term lease agreements who wish to book the Lifestyle Centre must supply proof of their lease contract period

Homeowners are allowed to hold 2 functions per Home per year at the reduced rate and thereafter the normal rate applies. If privileges are abused when homeowners are renting the lifestyle centre there will be a cooling off period before you are entitled to utilise the venue again.