



## Homeowner Lifestyle Centre Guidelines 2022

### **Lifestyle Centre Function Room**

Monday to Thursday – 08h00 to 17h00 and Friday's 08h00 to 12h00

- R 500.00 venue fee, once per month, no repeat bookings.

Monday to Thursday – 17h00 to 23h00

- R 1000.00 venue fee, once per month, no repeat bookings.

Friday 13h00 – 24h00, Saturday and Sunday 08h00 – 24h00

- Venue fee R1500, twice per year, no repeats. Further bookings subject to normal venue fee.

### **Arrangements applicable to Function room bookings:**

- Usage of crockery & cutlery must be pre-booked.
- Tables and chairs set up by Croydon staff if required.
- Refundable breakage deposit R1500. 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.
- An indemnity form and venue contract must be signed when making a booking.
- Barman, waiter and cleaner service charged separately if required.
- R500.00 cleaning fee
- A 50% deposit will secure the function date (non-refundable).
- Music needs to be turned off at 24h00.

### **Swimming Pool area**

- 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,
- 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.
- 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.

### **Courtyard Bookings:**

- Tables and chairs set up by Croydon staff if required. (R150.00 per staff member).
- Croydon Umbrellas available to use. Umbrellas needs to be closed, and covers placed back before leaving the courtyard.
- Braai drums needs to be pre-booked.
- Wood can be provided at an additional fee.
- A 50% deposit will secure the function date (non-refundable).
- 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.
- Weddings and large parties will be charged according to outsourced fees.

	<b>1-15 guests</b>	<b>16 - 50 guests</b>	<b>50 - 100 guests</b>	<b>100 - 150 guests</b>
<b>Courtyard Venue Fee</b>	No Charge	R2000.00	R 3500,00	R 5000,00
<b>Refundable Breakages Deposit</b>	2000.00	R2000,00	R3000,00	R4000,00
<b>Cutlery &amp; Crockery</b>				
<b>Tables and Chairs</b>	150.00	150.00	150.00	150.00
<b>Cleaning Fee</b>	R300.00	R300,00	R1000,00	R1200,00
<b>Lifestyle Coordinator</b>	Optional	Mandatory	Mandatory	Mandatory
<b>Waiter</b>	Optional	Optional	Optional	Optional
<b>Additional Request &amp; Costs</b>				
<b>Jumping Castle Electricity Fee :</b>	R100.00			
<b>Slippy Slide – Water Fee</b>	R250.00			

R550 + R110 p/h after 4 hours

### **Arrangements applicable to all bookings:**

- On public holidays the Sunday fees and arrangements will apply.
- Bar facility is available on request, double time on public holidays.
- Lifestyle coordinator is available to assist at afterhours function (R550 minimum supervisor fee plus R110 p/h if more than 4 hours).
- Pre order for wines, tea/coffee need to be placed with Nicole and charged accordingly.
- 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 suppliers to abide by CVE guidelines. Needs to be approved and liaised with the Lifestyle Coordinator.
- Bookings must be made with the Lifestyle Coordinator at [lifestyle@croydon-estate.co.za](mailto: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.
- A venue contract, indemnity form and key hand over form needs to be signed by the homeowner to indemnify the HOA from any liabilities.
- A pre-clearance list needs to be completed with all guests' details attending an event.
- Parental supervision required for functions where children ages 0- 18 years attend.

### **Communal Events:**

- Events that are open to all CVE residents to attend, will not be charged a venue fee, such as a Christmas Market, Gingerbread House Building, Cupcake Decorating, Art classes, etc.
- Courtyard usage for any sports training, R100 a week. (The Estate Manager may waive this fee at his discretion.)

### **Covid-19 protocols:**

- Covid-19 protocols will be communicated to all CVE residents beforehand, depending on which level we are on, on the date of the events.
- Wearing of masks and sanitizing of hands at entrance is mandatory.
- 1.5m social distancing at all times.