



Booking Form

2011/2012



Tel: 011 948 8752 Office Cell: 082 657 6817 Fax 011 948 8751 Fax to email 086 579 4855
Charmaine: 082 857-5283 Email: info@duosapphire.co.za Collette: 082 900 4797

Please only fill in Booking Form once you have made a telephonic booking. Booking form must be returned within 3 days of telephonic booking. Please call us to check that we have received booking form & secured date. Deposit is payable within 3 days after we have received your booking form. Due to high demand your booking will automatically be cancelled if we have do not receive your form or deposit.

Name of Organiser or Parent:	
Day & Date of Party	
Physical Address:	
Cell Number	
Tel Work:	
Fax Number or Email address:	
Home Number:	
Name & age of Birthday Child:	
Other Information/Notes:	

Please indicate option you require below. Mark box with X or highlight:

Time	Cost	Children	Adults
Morning: 3 hours: 10 – 1pm <input style="width: 50px; height: 20px;" type="checkbox"/>	<u>R1350 + vat = R1539.00:</u> Incl. Birthday child + 25 kids + _____ Extra kids @ R15 + vat per child. Staff will start clearing up at 12.45pm. Please vacate venue by 1.15pm		50 Adults Free + _____ extra @ R7 each
Afternoon 3 hours: 2 - 5pm <input style="width: 50px; height: 20px;" type="checkbox"/>	<u>R1350 + vat = R1539.00:</u> Incl. Birthday child + 25 kids + _____ Extra kids @ R15.+ vat per child. Staff will start clearing up at 4.45pm Please vacate venue by 5.15pm		50 Free Adults Free + _____ extra @ R7 each
Full day 10 – 5pm <input style="width: 50px; height: 20px;" type="checkbox"/>	<u>R2500 + vat = R2850.00</u> Incl. Birthday child + 40 kids + _____ Extra kids @ R15 + vat per child Staff will start clearing up at 4.45pm Please vacate venue by 5.15pm		80 Free Adults + _____ extra @ R7 each.

Extra time before 09h30 = R60 per ½ hour _____ We allow you 30 minutes prior to party for set up.
Extra time after 5pm = R170. per hour _____ We allow you 15 minutes after the party to clear up.
PLEASE NOTE: You will be charged overtime rates if our staff has to stay longer than 15 minutes after the party

Weekday: Mon to Fri. <i>Not applicable public holidays.</i>	10 – 1pm R650 + vat (25 kids) Extra kids _____ @ R10 + vat each <input style="width: 100%; height: 20px;" type="text"/>	2 – 5pm R650 + vat (25 kids) Extra kids _____ @ R10 + vat each <input style="width: 100%; height: 20px;" type="text"/>	10 – 5pm R950 + vat (40 kids) Extra kids _____ @ R10 + vat each <input style="width: 100%; height: 20px;" type="text"/>
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Please make confirmation deposit to:

Account Holder:	Duo Sapphire Party Service	Deposit to be paid by (date) :		
Bank:	Standard Bank	Deposit Amount paid : R800 (3 hours) or R1500 full day.		
Branch:	Southdale	Deposit to be paid by	Cash	Credit card
Branch Code:	006405	Balance to be paid by	Cash	No Transfers
Account No.:	202437515	Balance of payment MUST be made in full directly after party		

Electronic & direct deposits - Please put your name (as on booking form), party date & cell as a reference.
Please fax or email deposit slip

Balance of payment: Please confirm final amount of children attending party on arrival on day of party
Final invoice will be given to you and is payable in full directly after the party.
Balance payable in cash or by Credit / Debit Card. (No Diners Club & American Express accepted)

OPTIONAL CATERING & DECORATIONS

	<u>Costs</u>	
Children's Table & chair covers available in Red, Green, Blue, Black, Purple or Pink.	R160 + vat	Colour required
Food & Decor) Includes setting for 15 kids, Hot dogs, cup cakes, chips, popcorn, Oros juice, R10 party pack, chair covers, table cloths & helium balloons. Extra settings @ R22 + vat p/child	R660 + vat (15 kids)	Colour required <hr/> + _____ Extra Kids
Party Packs	R10. 00 + vat	R12. 00 + vat
	R14. 00 + vat	R24. 00 + vat
Balloons	Helium R8 + vat p/ balloon	
	Folded animal R8 + vat p/balloon	
Prepared Braai: Includes 1 bag charcoal & Firelights.	Ready by (time) -----	
2 plate gas stove includes use of gas	R180 per braai	
Bowls of Popcorn	R160	
Chocolate Fountain : Includes (+ - 150 dipping fruits, sticks etc)	R10p/bowl	
	R260	

OPTIONAL EXTRA'S

	<u>Costs</u>	<u>Quantity</u>
Pony rides 30 minutes (21 children)	11.30am to 12pm	3.15pm to 3.45pm
	R170 + vat	
Comedy Clown Show (30 min.)	12pm to 12.30pm	4pm to 4.30pm
	R450 + vat	
Farmer Mac Magic – (30 min.)	12pm to 12.30pm	4pm to 4.30pm
	R450 + vat	
Performing Goats (+ - 10 minutes)	R160 + vat	
Performing Poodle Act. Must be added to Clown or Farmer Mac Show	R150 + vat	
Circus Show with 2 artistes – (40 min.) Time:	R1450 + vat	
Circus adventures – Special full day package (10 -5pm) Includes venue hire for 40 kids & 2 hours Public flying trapeze	R3500 + vat	
Mac's Farm Quad Express (30 min) 11am to 11.30pm or 2.45pm to 3.15pm	R250 + vat	
Water slide	R230 + vat	
Bubble / Sphere Ball 3.5m (brand new) 60 minutes with supervisor	R400 + vat	
Bubble machine 1 hour	R120 + vat p/hour	
Extra jumping castle Play station (9m x 5m.)	R160 + vat	
Extra jumping castle Crocodile (12m x 5m)	R170 + vat	
Bungy Bouncer	R450 + vat (60 min)	R650 + vat (90 min)
		R900 + vat (120 min)
Photo memories : Roving photographer will take photo's & give you CD full of party photo's	Fee on request	
Extra Shade	Marquee tent 10m x 5m = R600 + vat	

Extra notes or requirements:

TERMS & CONDITIONS OF VENUE HIRE:

PLEASE NOTE:

- 1) You will be held liable for full payment of venue hire & optional extras, should you cancel party 21 days or less prior to confirmed date!
 - 2) Before filling in booking form! Please call us to check availability of date & make a provisional telephonic booking!
 - 3) Once availability of date & time is verbally confirmed, please fill in and return a booking form to us within 72 hours.
 - 4) Venue will only be confirmed on receipt of booking form. Please call us to confirm we have received your booking form.
 - 5) We require a **NON refundable deposit of R800 for ½ day or R1500 for full day**. Deposit is payable within 3 days after we have received booking form. Deposit will be deducted from final invoice.
 - 6) If deposit has not been received within 3 days your booking will be cancelled.
 - 7) Please put Child's name (as on booking form) & party date as reference.
 - 8) Once deposit has been made please advise us by: email info@duosapphire.co.za or Fax 011 948 8751/ 0865794855
 - 9) **Banking Details:** Duo Sapphire Party Services, Standard Bank Southdale, Branch Code: 006405, Acc No.: 202437515.
 - 10) Due to high demand of venue we will cancel all telephonic or provisional bookings, if we do not receive signed booking form or deposit within 72 hours.
 - 11) Exact amount of children attending party can be confirmed on arrival on party day. We will then prepare Final invoice which will be payable in full directly after party is finished.
 - 12) Final Balance of payment due can be made in cash or by credit card. Should you wish to pay by internet transfer please call the office and settle account 3 days prior to party.
 - 13) **FULL PAYMENT** for all optional extras booked will be payable, even if due to adverse weather conditions optional equipment or entertainers may not be able to operate.
 - 14) No ill behaviour will be tolerated and we reserve the right to admission at all times.
 - 15) Beer, wine and ciders are allowed in limited quantities.
 - 16) Overtime before 10am: We allow you 30 minutes prior to start of party to set up. Please book any extra time required in advance! Once you have booked morning overtime, payment will be due even if you arrive late on the day.
 - 17) Overtime after 5pm. We allow you 15 minutes to clear up after party. Please ensure you are packed up and your guests leave on time as you will be charged overtime rates, if our staff have to stay longer.
 - 18) Afternoon overtime must be arranged by 4pm on day of party!
 - 19) We have a party cross over & clean up time between 13h00 & 14h00
 - If you have a morning booking please make sure you leave in enough time for next mom to get herself organised.
 - If you have an afternoon booking: Please be aware that the mom from the morning party will need to remove all her party goodies etc...
 - Venue is now available for hire in the evenings, so we may not be able to accommodate request for extra time.
 - 20) All persons entering Mac's Party Farmyard & Circus Adventure Zone do so at their own risk.
 - 21) Under no circumstances will the Management, Owners, Staff or any Employees of Duo Sapphire, Mac's Party Farmyard & Circus Adventure Zone accept liability or responsibility for any illness, injury, death or otherwise sustained or suffered by any person, or loss to any personal property whether arising from negligence or any cause of nature, whilst using the premises & amenities provided by Duo Sapphire. The organising parent will be responsible for the safe keeping of all children attending the party.
- ☆ **CANCELLATION POLICY: Once deposit has been received venue will be booked for your exclusive use! Deposit is not refundable and your date is not transferable should you need to cancel booking for any reason whatsoever. You may give your reserved date to someone else.**

***** ALL PARTIES MUST FINISH ON AGREED TIME. *****

Please sign and return to Mac's Party Farmyard & Circus Adventure Zone.

Signed

Date

Contact no on day of function

By signing this agreement, You agree to all above terms & conditions of venue hire

Venue co-ordinator on weekends: Charmaine - Cell no: 082 857-5283

Contact us during office hours: Phone (011) 948 8752. Office Cell: 082 657 6817 Emergency Cell 082 900 4797.

Email: info@duosapphire.co.za OR dse@wol.co.za. Website: www.duosapphire.co.za

VIEWING OF VENUE BY APPOINTMENT ONLY.

VENUE ITEM LIST

All items Included in venue hire fee

1 x Urn
1 x Microwave Oven
4 x Outdoor Braai's
1 x Gas mushroom heater
6 x 1m tables inside venue
3 x plastic catering tables
30 x adult plastic chairs
40 x children plastic chairs
8 x plastic tables for children
5 x outdoor wooden picnic tables and chairs
4 x plastic & steel outdoor picnic tables with 4 chairs per table
3 x plastic baths for drinks
20 x cake plates
10 x beer glasses
10 x wine glasses
10 x cold drink glasses
30 x plastic kids cups
10 x tea cups
10 x coffee mugs
Small cd player
TV with DSTV programs

Kiddies

1 x jumping castle supplied with half day venue hire or 2 x jumping castles for full day venue hire.
Plastic scooters
Trampoline
2 x small baby pools
Sand pit, soccer balls, jungle & climbing gyms

Optional Extra's

Please check venue hire list for optional extras - Clown shows, Pony Rides, Balloons and Decorations

Venue does not supply following items:

Fridge – we can not store Ice Cream Cakes!

Hot plates or Stove – gas stove can be hired
Plates, Cutlery & Crockery
Serving dishes & glass bowls
Table cloths for tables – kiddies table cloths and chair covers available as optional extra

We provide FREE Tea, Rooibos Tea, Coffee & 1 Liter of Milk!

You are welcome to hire in any extra equipment or entertainment that we do not supply.