

# CEDAR LAKES ESTATE THE CLUBHOUSE BOOKING PROCEDURES AND AGREEMENT

The Clubhouse is available for use by residents for functions and parties. The CLHOA however, reserves the right to decline a requested booking without having to furnish reasons for its decision.

It must be borne in mind that the facilities of the Estate including the Clubhouse are first and foremost there for the benefit of levy paying residents. However a number of the facilities lend themselves to use by residents and their invited guests and to this end these facilities are available for functions/parties.

In order to ensure that the facilities available to all residents in the Common Areas including the Clubhouse are utilised in an orderly manner the following basic rules will apply.

Please remember that the Resident hosting the function/party is responsible for the conduct of all visitors and must ensure that they adhere to the rules of the Estate at all times, and have to be present at the function/party.

Only residents may book the Clubhouse.

Residents must please abide by the following conditions. These terms and conditions have been put in place to ensure a smooth running function and that the venue is kept in good order.

While the Cedar Lakes Clubhouse facility as defined in the contract between the Estate and the Operator is excluded from the COMMON AREA definition. Any area that is to be utilised by the Operator that forms part of the Common Area ( e.g. for a jumping castle etc) needs to comply with the rules as set out in this section.

For any planned function of 25 guests and more (including residents) application must be made to the Estate office prior to invitations being issued.

Any bookings for the Willowmere Room are also subject to approval from the Estate office. Residents do not have exclusivity of that space and walk-ins will always be welcome regardless of any bookings.

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## PROCEDURES AND CONDITIONS

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### **DEFINITIONS**

The Cedar Lakes Homeowners Association                      Hereinafter referred to as The CLHOA

Resident making the booking    Hereinafter referred to as The Hirer

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### **1. BOOKING PROCEDURE**

1.1 Residents wishing to book this area must please complete the Clubhouse booking form, which is attached.

#### **Directors:**

T Watson (*Chairman*), K Jones (*Vice Chairman*), J Naude, S McQuade,  
J Counihan, S Bagley, S Herr

Cedar Lakes Homeowners Association NPC  
Reg. No. 2000/002883/08  
011 469 1693  
Postnet Suite 124, Pvt Bag X153, Bryanston, 2021



1.2 The Booking Form must then be emailed or hand delivered to the office. Contact details are listed on the Booking Form.

1.3 Any function of 20 people or more must be booked through the HOA office.

## 2. CATERING

2.1 The Hirer may not provide their own catering, as they are required to use the catering provided by The Clubhouse Operator. Corkage fees are R90 per bottle for wine and champagne. No other refreshments may be brought in.

2.2 If the Hirer elects to use The Operators' catering, requirements in this regard must be discussed in good time with The Operator.

## 3. LIABILITY

3.1 Residents using this area do so at their own risk.

3.2 This area is an open area and may be used by all residents; however there will be a limit on approved functions.

## 4. COST AND TIMES

4.1 A **R1500** admin cost is payable to the Estate. This cost will cover cleaning of toilets and surrounding areas within the Clubhouse during and after the function/party. The Hirer however, is still responsible to maintain the cleanliness of the area used by them.

4.2 No more than 1 party is allowed to take place at one time.

4.3 Party times would need to be within the operating hours of the Clubhouse.

4.4 Evening functions are permitted but restricted to weekends only – Friday and Saturday evenings 18:00 to 22:00. Rules of conduct as well as music and noise regulations must be strictly adhered to.

4.5 Cedar Lakes has limited parking and facilities. It also causes logistical difficulties for access of non-residence through the gates.

4.6 **The Hirer doesn't have exclusive use to this area and need to be considerate towards other residents in close proximity.**

4.7 **No equipment (including gazebos and inflatables) are allowed inside the pool areas.**

4.8 **The swimming pool is a high risk area and residents and their visitors use the area at their own risk. Children under the age of 12 have to be accompanied by an adult. Children who cannot swim are not allowed in the pool area.**

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- 4.9 Residents must ensure that their guests behave and do not throw items into the lakes. This includes cigarette butts and empty bottles and cans.

## **5 FUNCTIONS/PARTIES (does not apply to private residences)**

- 5.1 Where the proposed function/party is to make use of both the Clubhouse and part of the Common Area bookings must be confirmed with the Clubhouse Operator and the Estate Office.
- 5.2 While it is not the intention to prevent the enjoyment of the intended function/party any behaviour that is considered to be unacceptable and is negatively impacting on other users of the Clubhouse may result in the parties involved to be requested to abide by an acceptable code of conduct.
- 5.3 Any item(s) erected for use at the function/party including balloons and other types of decorations may only be erected on the day of the function/party and must be removed on the same day. Any variation to this rule may only take place with the written approval of the CLHOA.

## **6 OBSERVANCE OF LAWS**

The Hirer shall comply with the provisions of any and all the applicable By-Laws, Statutes, and the CLHOA's own rules.

The advertising of pre-cleared codes on Face Book or any other similar medium will not be recognised by the Estate and access from any person attempting to gain access to the Estate will be refused.

## **7 GOOD ORDER**

The Hirer shall comply with any instructions issued by the Estate Manager, or Security and shall ensure that their guests comply with such instructions.

## **8 PARKING**

Parking for guests is available in the Clubhouse parking area.

Vehicles may not park anywhere on The Boulevard or any grassed area unless permission has been received.

## **9 SOUND**

No music from boom boxes or cars is allowed.

## **10 NOISE**

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No noise is allowed before 07:00am Mondays to Fridays and before 08:00am Saturdays and Sundays.

No noise is allowed after 20:00 Sundays to Thursdays and after 22:00 Fridays and Saturdays.

Noise levels not exceeding the dB (decibel) range as stipulated in the Cedar Lake rules have to be maintained at all times. (Refer to Rule 8).

The maximum acceptable noise level as measured in decibels is as follows:

Day Time - 50dB

Night Time 45dB

25.6.6 At no time during the function/party may any music be played. Not only does it disturb other residents but also clashes with the entertainment of patrons at the Clubhouse.

## **11 PARTY CANCELLATIONS**

If a Resident is not able to use the Clubhouse for any reason they are required to notify the HOA Office in order for them to reschedule their bookings or receive a refund. It is the Residents' responsibility to notify the HOA Office in the event that they are not able to honour their booking, so a recourse can be worked on in a timeous manner.

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I have read the above terms and conditions of hire and understand that they form part of my contract with The CLHOA.

Signed at ..... on this ..... day of  
.....202\_\_.

**As Witnesses:**

\_\_\_\_\_  
.....  
HIRER

1.

\_\_\_\_\_  
.....  
Full Name

2.

**PLEASE NOTE:**

Whilst you are making a booking for the Clubhouse this is just a reminder that you do not have exclusive rights to this area, as it is open to all residents. We do however limit the number of approved bookings for this area.

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**CEDAR LAKES HOMEOWNERS ASSOCIATION  
CLUBHOUSE BOOKING**

011 469 1693 | admin@cedarlakes.co.za

HIRER DETAILS	
Name & Surname	
Stand Number & Street Address	
Home Tel.:	
Mobile:	
Email Address	
EVENT DETAILS	
Type of Function	
Number of people (incl. children)	
Type of Equipment to be used	
Day and Date of Function	
Time of Function	08:00 – 12:00 <input type="checkbox"/> 13:00 – 17:00 <input type="checkbox"/> Other: _____
Levies paid up to date	
Admin fee paid	

I, \_\_\_\_\_ (full name and surname),

Identity Number \_\_\_\_\_ hereby accept full responsibility for this function and understand that I am responsible for the behavior of guests attending the function.

I confirm that I have read, understood and accept the conditions of hiring the open area surrounding the clubhouse.

**Directors:**

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I understand that this function request is subject to approval by the Cedar Lakes Homeowners Association and is not confirmed until such time as their approval has been communicated in writing.

DATE: -----  
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SIGNATURE: -----

Member

DATE: -----  
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SIGNATURE: -----

CLHOA

