



THORNHILL ESTATE  
DOCUMENT CONTROL SYSTEM

**ADD:009:D**

**ADDENDUM 9:  
TERMS AND CONDITIONS FOR THE HIRE OF THE  
COMMUNITY CENTRE**

Original Issue 'A'	Name	Signature	Date
Prepared:	Gov Committee	<i>ORIGINAL</i>	
Recommended: Governance Com.			
Authorised for Issue: THOA Chairman	A. Bartram	<i>Signed by A. Bartram</i>	03/12/2010

REV	DESCRIPTION	DATE	CONTENT APPROVED	AUTHORISED
B	Updated in conformance with the 2011 Constitution	2012-01-06		I. Boxall 08/05/2012
C	Updated with rate changes for weekend and weekday hire	2015-01-05	S. Burrow	S. Burrow 13/01/2015
D	Rates changed for weekend and weekday hire	2018-03-27	Board Meeting on 27/03/2018	S. Burrow 10/04/2018

# Thornhill Homeowners Association

9 Namur Avenue, Thornhill Estate, Modderfontein. 1644

Tel: 011 608 0835 Fax: 011 608 2832 Email: [admin@thoa.co.za](mailto:admin@thoa.co.za) Web: [www.thoa.co.za](http://www.thoa.co.za)



## **ADDENDUM 9: TERMS AND CONDITIONS FOR THE HIRE OF THE COMMUNITY CENTRE** **Addendum 9.1: For Hire on a Saturday or Sunday**

(To read in conjunction with the Code of Conduct, Rules and Regulation of Thornhill Estate)

PLEASE NOTE THAT YOUR **LEVY ACCOUNT MUST BE PAID UP TO DATE** AND PROOF OF PAYMENT FURNISHED TO PROCEED WITH THIS CONTRACT

1. The Hirer agrees to pay a refundable deposit of **R2000,00** and a **R1000,00** hire charge in respect of the hire of the Community Centre.
2. The Hirer will be responsible for any damages caused during the use of the facility by him/her or any guests of the Hirer and **the person signing this document (resident / homeowner) will collect and return the keys and will be present for the full duration of this function until the last person has left the premises.** The cost of any damages will be deducted from the deposit, which has been retained by the THOA. The Hirer will be responsible for listing any damages to the premises prior to his/her function.
3. The built in fireplaces are to be used for all barbeques. No portable braais are allowed in, or on the veranda of, the Community Centre. PLEASE NOTE THAT NO LOADING OR UNLOADING IS PERMITTED IN FRONT OF THE COMMUNITY CENTRE.
4. The Hirer agrees that all music will only be played inside the community centre at an acceptable level and not outside on the patio or gardens area. Failure to adhere to this condition on first warning will result in a R1000.00 (One Thousand Rand) penalty, and on second warning the full R2000.00 (Two Thousand Rand) deposit will be penalised. This is in the interest of fellow residents whose day is disrupted by noise from Community Centre functions.
5. The Hirer agrees that the function will be terminated at 18h00 and that the premises will be vacated by 19h00. Please supply cell phone numbers of TWO responsible people who will be at the function:

Name:.....Cell:.....

Name:.....Cell:.....

6. The Hirer agrees to return the premises to the THOA in a clean and tidy state, to the satisfaction of the THOA. Failure to do so will result in a cleaning charge, which will be deducted from the deposit. The premises should be cleaned, including all internal waste bins, and returned to the THOA after the function.

I, ..... (Full name & ID no.)

a resident of Thornhill Estate, residing .....  
hereby confirm, declare and warrant that the hire of the Thornhill Homeowners Association  
Community Centre is for my personal use or for that of an immediate family member,

..... (Full name and relationship)  
and that I am not acting on behalf of a non-resident of the Estate and take full responsibility  
for this function. If it is found that any false information is provided in the above declaration,  
the THOA reserves the right to refuse access to the Estate and Community Centre of all  
attending and non-resident guests and will be entitled to claim the full amount of the hire  
charge and the full deposit will be forfeited in lieu of a fine. I agree to abide by the Terms and  
Conditions of Hire as set out herein before.

SIGNATURE: .....

Signed at .....on the ..... day of .....20.....

Type of Function: .....

Date: .....

Times: From..... until .....

KPS Ref No: .....

Contact Tel: .....

Email: .....

Deposit to be refund to: .....

.....  
.....  
.....  
.....

(Please provide full bank details for deposit to be refunded or state levy account)

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## **ADDENDUM 9: TERMS AND CONDITIONS FOR THE HIRE OF THE COMMUNITY CENTRE** **Addendum 9.2: For Hire during a week day from Monday to Friday**

(To read in conjunction with the Code of Conduct, Rules and Regulation of Thornhill Estate)

PLEASE NOTE THAT YOUR **LEVY ACCOUNT MUST BE PAID UP TO DATE** AND PROOF OF PAYMENT FURNISHED TO PROCEED WITH THIS CONTRACT

- 7. The Hirer agrees to pay a refundable deposit of **R2000,00** and a **R500,00** hire charge in respect of the hire of the Community Centre.
- 8. The Hirer will be responsible for any damages caused during the use of the facility by him/her or any guests of the Hirer and **the person signing this document (resident / homeowner) will collect and return the keys and will be present for the full duration of this function until the last person has left the premises.** The cost of any damages will be deducted from the deposit, which has been retained by the THOA. The Hirer will be responsible for listing any damages to the premises prior to his/her function.
- 9. The built in fireplaces are to be used for all barbeques. No portable braais are allowed in, or on the veranda of, the Community Centre. PLEASE NOTE THAT NO LOADING OR UNLOADING IS PERMITTED IN FRONT OF THE COMMUNITY CENTRE.
- 10. The Hirer agrees that all music will only be played inside the community centre at an acceptable level and not outside on the patio or gardens area. Failure to adhere to this condition on first warning will result in a R1000.00 (One Thousand Rand) penalty, and on second warning the full R2000.00 (Two Thousand Rand) deposit will be penalised. This is in the interest of fellow residents whose day is disrupted by noise from Community Centre functions.
- 11. The Hirer agrees that the function will be terminated at 18h00 and that the premises will be vacated by 19h00. Please supply cell phone numbers of TWO responsible people who will be at the function:

Name:.....Cell:.....

Name:.....Cell:.....

- 12. The Hirer agrees to return the premises to the THOA in a clean and tidy state, to the satisfaction of the THOA. Failure to do so will result in a cleaning charge, which will be deducted from the deposit. The premises should be cleaned, including all internal waste bins, and returned to the THOA after the function.

I, ..... (Full name & ID no.)

a resident of Thornhill Estate, residing .....  
hereby confirm, declare and warrant that the hire of the Thornhill Homeowners Association  
Community Centre is for my personal use or for that of an immediate family member,

..... (Full name and relationship)  
and that I am not acting on behalf of a non-resident of the Estate and take full responsibility  
for this function. If it is found that any false information is provided in the above declaration,  
the THOA reserves the right to refuse access to the Estate and Community Centre of all  
attending and non-resident guests and will be entitled to claim the full amount of the hire  
charge and the full deposit will be forfeited in lieu of a fine. I agree to abide by the Terms and  
Conditions of Hire as set out herein before.

SIGNATURE: .....

Signed at .....on the ..... day of .....20.....

Type of Function: .....

Date: .....

Times: From..... until .....

KPS Ref No: .....

Contact Tel: .....

Email: .....

Deposit to be refund to: .....

.....  
.....  
.....  
.....

(Please provide full bank details for deposit to be refunded or state levy account)