

LAPA/ VENUE RULES AND ARRANGEMENTS

- **Contact person** : Mr Ettiene Gerber School website: www.westviewpe.co.za

Cell: 0810232321

- **PLEASE TAKE NOTE:** Only whatsapp or sms as means of contact and only from Monday to Friday.
- Mr Gerber will get back to you as soon as possible as he is also teaching during the day. For this reason viewing of lapas is by appointment ONLY from Monday to Thursday between 14:00 and 15:00 or as arranged.
- Lapas **are not** available on Sundays.
- You can view fotos of the lapas on the school website, www.westviewpe.co.za
- Lapa 1 is also called the pool lapa and lapa 2 is the one with the 2 jet masters situated in an enclosed courtyard area. **USERS OF LAPA 2 DO NOT HAVE ACCESS TO THE POOL.**
- Both lapas have 12 tables and 80 chairs. During **unusual circumstances** eg Covid 19, the amount of tables and chairs will be according to the lockdown levels during that time. Both venues are fitted with a kitchen which includes a stove, fridge, small microwave and a 2plate gas stove. Braai facilities with braai grids and toilet facilities.
- **PLEASE DO NOT** throw any objects eg. bottles, streamers, papers, cigarettes etc in the pool. It causes the pipes to clog and damage the pumps which can be very costly to repair.
- **Please do not make any arrangements with your caterers/drapers regarding the preperation of the venue a day before your function. You are NOT allowed to use the area before said date.** Please keep in mind that there are or might be other functions booked for those days.
- Children must be under supervision especially when using the pool area.
- Due to circumstances all 21st birthdays must have adult supervision as well as any matric after parties.
- Switch off all lights and lock all gates when leaving the premises.
- **Time of use is strictly from 12:00 – 23:00**
- **MAXIMUM OF 80 PEOPLE PER VENUE.**
- Keys to be collected at school or as arranged. **NO keys** will be handed to third parties eg caterers etc.
- Keys to be returned the Monday after a weekend or the next day during the week.
- Please ensure that the areas are always clean before you leave as they are also used by learners and staff during school terms. **Bring your own cleaning equipment eg. broom etc.**
- The price of lapas for 2024:
 - Lapa 1 R800 deposit plus R1700 =R2500.
 - Lapa 2 R800 deposit plus R1700 = R2500.
- Deposit is refundable but only if the venues and surrounding areas are left in a clean and neat condition. Refunds will be arranged.
- Deposits must be paid within 24 hours after making your booking.

- **DEPOSITS** must be paid in **cash at the school ONLY BETWEEN 10:00 AND 12:00 (during normal school hours) at the secretary.** Full amount to be paid 2 working days before event. If the booking is made during a school holiday the full amount must be paid 5 working days before start of school holidays.
- Deposits will only be refunded AFTER school holidays.
- Cancellations must be done **five (5) working days** before **out of season** bookings and **10 working days** before **start of season** or **closure of schools.**
- The R1700 can be paid into the school account and **proof of payment to be faxed or e-mailed or sent to 0810232321**

Account : Westview School

ABSA Newton Park

Account nr. 1400770014 (current)

Branch code: 511917

Electronic code: 632005

E mail : school@westviewpe.co.za

Fax: 041 3655049 or 0865611574

- **PLEASE MAKE SURE THAT THE NAME ON THE BOOKING CORRESPONDS WITH THE REFERENCE NAME ON THE DEPOSIT SLIP.**
- **YOUR REFERENCE:** Name and surname, **L1** for lapa1(that is the pool lapa) or **L2** and the date of your booking eg. John Doe L1 20211214
- Keys must be returned on Mondays after the weekend and during the week, the next day. Arrangements will be made for the collection and return of keys during school holidays.

NB. YOU ARE RESPONSIBLE FOR THE SAFETY OF YOUR GUESTS AND THEIR CHILDREN, ESPECIALLY WHEN USING THE SWIMMINGPOOL. EMERGENCY NUMBERS ARE AVAILABLE AT THE VENUE. VENUES ARE USED AT OWN RISK AND THE SCHOOL/GOVERNING BODY OR EDUCATION DEPARTMENT WILL NOT AND DO NOT ACCEPT ANY RESPONSIBILITY FOR ANY INJURY, DROWNING OR ACCIDENT THAT MAY OCCUR DUE TO THE NEGLIGENCE OF THE HOST OR HIS/ HER GUESTS.

THANK YOU.