

Buckswood Hilltops – Facility Hire Booking Form

Email: manager@buckswood.co.uk

 Phone/WhatsApp: 7908 8116

Name of Client:	
Type of Event:	
Proposed Date:	
Contact details:	
Rough Timings:	

☒ Please tick the option(s) you would like:

Braai Circle – The Firepit Grill & Chill Zone

- ☐ E 250 – Up to 10 people (4 hrs)
- ☐ E 500 – Up to 15 people (4 hrs)
- ☐ E 800 – Up to 20 people (4 hrs)

Includes: Braai circle area, braai stand & wood

Optional: ☐ Bar service ☐ Cooler box service

Side Lawn & Beer Hut – Chillax & Braai Garden

- ☐ E 500 – Up to 10 people (4 hrs)
- ☐ E 1000 – Up to 15 people (4 hrs)
- ☐ E 1500 – Up to 20 people (4 hrs)

Includes: Side lawn, beer hut, braai stand & wood

Optional: ☐ Bar service ☐ Pool access ☐ DJ with system ☐ Cooler box service

Main House Indoor Area – The King's Corner

- ☐ E 800 – Up to 10 people (4 hrs)
- ☐ E 1700 – Up to 15 people (4 hrs)
- ☐ E 2500 – Up to 20 people (4 hrs)

Includes: Indoor braai area, chess set, music, pool

Optional: ☐ Bar service ☐ Pool access ☐ DJ with system ☐ Cooler box service

Private Dining

- ☐ The Chef's Table – Seats 8, fine dining, custom menu
- ☐ Full Restaurant Hire – Seats up to 20, exclusive, custom menu & bar

Conference Room Hire

- ☐ Meeting / Seminar / Workshop (up to 80 seats) – enquire for rates

Terms & Conditions

- ☒ No alcohol to be brought onto the premises
- ☒ Damages will be charged
- ☒ Pool access only if pre-arranged
- ☒ Refundable R100 deposit required (covers clean-up)

Buckswood Hilltops – Facility Hire Agreement

This agreement is made between **Buckswood Hilltops Lodge** (“the Venue”) and **the Client** (“the Hirer”) for the use of facilities as indicated on the booking form.

1. General Terms

- All use of the facilities is **at the Client’s own risk**.
- The Client is responsible for ensuring **good behaviour** of all guests.
- Children must be **supervised at all times**.
- Guests must **stick to the areas booked** and not enter restricted spaces.
- The Venue reserves the right to refuse entry or end an event if behaviour is inappropriate.

2. Care of the Venue

- The Client agrees to **leave all areas tidy** and as they were found.
- All rubbish must be collected; recycling is encouraged as part of our **eco-friendly philosophy**.
- Use water wisely; conserve resources.
- Guests are expected to be respectful and appreciative of others on site.
- Damage to property will be charged accordingly.

3. Payment & Deposit

- **Full payment must be made in advance** at the time of booking.
- A **refundable deposit** is required before the event.
- If no damages or excessive cleaning are required, the deposit will be **refunded within 24 hours after the event**.

4. Music & Noise

- We love music at Buckswood Hilltops, but guests are asked to **play it at a considerate level** so as not to disturb others on site.
- Any sound equipment or DJs must be pre-approved by the Venue.

5. Alcohol & Catering

- No alcohol may be brought onto the premises.
- Alcohol is available for purchase exclusively from the **Lodge Bar**.
- External catering arrangements must be agreed in advance with the Venue.

6. Liability

- Buckswood Hilltops accepts no responsibility for injury, loss, or damage to persons or property.
- The Client accepts full responsibility for their guests while on site.

7. Enjoyment

- We encourage all guests to **enjoy the view**, celebrate the atmosphere, and respect our philosophy of kindness to each other and to the planet.

Signed by Client: _____

Date: _____

Signed by Venue Representative: _____

Date: _____