



RENTAL AGREEMENT

BETWEEN

African Hospitality and Tourism (Pty) Ltd

AND

Person (s)/organization accountable for payment

Name: _____ Telephone: _____
Surname: _____ Other Name: _____
I.D No: _____ Email: _____
Location/Suburb: _____ P.O. Box: _____
Erf: _____ Street: _____

Re: Rental of facilities/Tools/Equipment

Facilities daily rental cost:

| Facility description | Mark X Selected | Rental fee N\$ |
|---|--------------------|----------------|
| Hall with Chairs & Rectangle/Conference Tables | | 12,500.00 |
| Fully set-up Conference hall | | 48,500.00 |
| Empty hall capacity (Max 160 pax) | | 5,500.00 |
| Kitchen with Tools and Equipment's | | 6,500.00 |
| Laptop | | 450.00 |
| Laptop Trolley | | 250.00 |
| Projector | | 850.00 |
| Tripod Screen | | 450.00 |
| Presenter Pointer | | 55.00 |
| Cold Room Storage | | 450.00 |
| Speaker | | 650.00 |
| Boardroom | | 1,250.00 |
| Big Class (40 Pax) | | 650.00 |
| Small (15 Pax) | | 350.00 |
| Outside area northern conference hall side | | 850.00 |
| Transport round trip Windhoek (depending on load) | | 800 |

T&C: All Price include VAT

Hiring Duration:

From:/...../.....**To:**...../...../.....

Nature of function: _____

Do we cater: YES NO

TERMS & CONDITIONS:

1. All rental prices are VAT included. Replacement cost exclude VAT.
2. To rent from African hospitality and Tourism you need to book in five (5) days in advance. (Preferably by call / email) and confirm 3 days prior to collection and delivery. All bookings must be done via calls or emails then we will send a quotation back based on your bookings. Please sign the quotation for confirmation of your booking. For Government and SOEs, a signed quotation or confirmation by purchase order shall be a confirmed booking. For SME and Private entity, full payment is required to guarantee the booking.
3. The full amount is payable of all Collection/ Deliveries has to be deposited into our bank account or paid cash prior delivery. Proof of payment must be provided prior to provide services.
Payment Method: 1. Cash Payment at **AHT** office or by the bank 2. EFT
(NB: Payment has to reflect in our account first before processing of request / for items to be released). No refund is granted should you not use all equipment rented or wrong equipment is booked. A Cancellation fee of 65% of the hire value or the deposit amount that are already paid will be charge. Amendment to order will only be accepted 24 hours before delivery or collection of order only on cutlery and crookery.
4. A breakage deposit in addition to the rental an amount to 65% of rental amount to cover potential damages or losses to the equipment must be paid. Upon return the equipment's will be counted and inspected and Shortages/Damages will be then deducted from the breakage deposit and the balance of the breakage will be refunded.
5. **CANDLE WAX:** An **EXTRA** cleaning fee for candle wax will be charged as follow:
N\$40.00 Candle wax on tablecloths and **N\$35.00** candle on overlays.
6. The responsible person together with our staff **MUST** check all goods during and after items return.
7. Delivery and collection fee (optional) from **N\$450.00** for small items, when large items are involved the cost will be the prices on request and load.
8. Outside Windhoek prices on request.
9. For the weekend function you can collect on Friday and deliver on **Monday morning BEFORE:12.00**

Opening times are as follow: Monday to Friday: 07h00 – 18h00 and Saturday 08h30- 12h30.

10. Customer receiving goods must provide their **Identification Document (ID)**. Customer must arrive at least 1 (one) hour before closing time to allow for loading or unloading the equipment and also for checking the equipment.
11. Good must be checked and signed for by the hirer before loading and leaving the premises.
12. No Responsibility will be taken by us for any breakage or shortage once the goods have left the premises until collection are done by **AHT**. Items must be return on the specific date to avoid additional rental charges.
13. All good must be packed back in the correct crate for collection. It's the hirer's responsibility to ensure that **AHT** can get access to the venue for both delivery & collection of goods on the stated dates.
14. Goods must be checked and signed by the hirer on delivery after delivery. The goods remain under the care and responsibility of the hirer, until we collect or the items is returned.
15. Please place ALL equipment Under cover in rainy weather. Do not put any sprayers on.
16. No equipment will be delivered a courier company to send to their destinations. It is customer responsibility to collect and return the item to AHT.
17. AHT will not be held any responsibility for any losses which occur as a result of transport.
18. When equipment left the premises, the client is responsible for the insurance and not AHT.
19. Any item returned which does not belong to AHT cannot be accepted. Please also aware of the fact that; should you buy the item that were short on your return, it must be the same as the equipment of AHT.
20. No responsibility can be accepted for either injury or damage caused by the use of equipment hired, or until AHT collected from the client.
21. The facilities and equipment's must be given back clean, tables and chairs must be on their place
22. A Deposit of **N\$**..... is required, this is refundable if the facilities and all equipment's are to standard (Quantities & Quality).

I.....Signature.....ID NO.....

Here agree to the above terms and conditions. I am responsible for all hire costs, cost of late return and cost of loss or breakage. I am also responsible for all fees to recover above costs.

Business Descriptions:

- ◆ TVET Hospitality & Tourism (NQF Level 2 - 4)
- ◆ Food and Beverages Manufacturing and Processing
- ◆ Amusement, Recreation and Theme Parks
- ◆ Bakery & Confectionary
- ◆ Catering Services
- ◆ MICE (Meetings, Incentives, Conference, and Exhibitions)
- ◆ Catering Tools & Equipment's Supply & Hire
- ◆ Event Planning & Management
- ◆ Accommodation Services
- ◆ Cleaning Services