

**COMMUNITY CENTRE FUNCTION APPLICATION**

A maximum of 50 guests can be accommodated at our Community Centres.  
Please approach the Country Club for a suitable venue for larger functions.

**Contact: Leanne Goosen 031 - 539 5330**

APPLICATION DATE				MECCEMA 1	MECCEMA 2	
NAME AND SURNAME						
ADDRESS						
CONTACT NUMBER		(H)		(W) (C)		
GREENBRIER	SOUTHERN HILLS	MUIRFIELD	CRYSTAL DOWNS	BIRKDALE	ST ANDREWS	HOYLAKE
TYPE OF FUNCTION					DATE OF FUNCTION	
TIME OF FUNCTION	FROM			TO		
TOTAL NO. OF GUESTS	ADULTS	TEENAGERS		CHILDREN		
PLEASE PROVIDE FULL DETAILS / SKETCHES AS FOLLOWS:						
<ul style="list-style-type: none"> <li>• Parking arrangement including shuttle arrangements confirmed.</li> <li>• Neighbouring consents to be confirmed and included in the application process.</li> <li>• Complete guest list to be provided to the Association.</li> <li>• Catering requirements to be explained.</li> <li>• Provide full details on any other additional information.</li> <li>• Besides the community centre pool, no water slides, water activities or foam slides are permitted</li> </ul>						
ANY SERVICE DELIVERIES/SPECIAL INSTRUCTIONS:						
MARQUEE:						
OUTSIDE CATERERS:						
OTHER:						
					YES	NO
CONSENTS OF NEIGHBOURING RESIDENTS						
A GUEST LIST IS PROVIDED FOR THE OFFICE.						
RESIDENTS TO LOAD GUESTS ONTO VMS ON DAY OF FUNCTION.						
<b>ADDITIONAL SECURITY WILL BE NECESSARY AT THE RESIDENTS COST FOR LARGER FUNCTIONS. MECCEMA WILL ASSESS.</b>						

- ❖ Estate 1 applications to be emailed to Ilene [estateoneadmin@mountededgecombe.com](mailto:estateoneadmin@mountededgecombe.com)
- ❖ Estate 2 applications to be emailed to Shireen [leases@mountededgecombe.com](mailto:leases@mountededgecombe.com)

FOR MECCEMA OFFICE USE ONLY:

Authorised by: \_\_\_\_\_ Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECURITY TO MONITOR PARKING AND NOISE LEVEL**

## MOUNT EDGECOMBE COUNTRY CLUB ESTATE COMMUNITY CENTRES

Community Centre facilities are only for the use of residents of Estate 1 and 2 respectively and their invited guests. Private use of the facilities by non-residents is not permitted.  
No functions to be booked on **Sundays** or **Public Holidays**.

### VERY IMPORTANT

- ❖ Exclusive use is only granted for the area under roof. (excluding the Ablution facilities).
- ❖ The Community Centre facilities are available between 06:00 & 21:00 for the use of Residents of each particular Estate and have to be shared.
- ❖ Flashing lights and PA Systems and loud music are **NOT PERMITTED**. We ask that consideration be given to residents residing nearby the Community Centre's.
- ❖ No music is permitted at Community Centre's.
- ❖ Besides the community center pool, *no water activities, waterslides, or foam slides allowed.*
- ❖ No animals or reptiles, horses/ponies, Carousel swings and quad bikes /golf carts are not allowed.
- ❖ Children under 12 must always be always accompanied by an adult at all times.
- ❖ All functions must be booked through the MECCEMA office *in advance*.
- ❖ The responsibility of *cleaning up and removing of rubbish, etc. will lie with the resident who booked the community center.*
- ❖ MECCEMA will post a Security Guard for all evening functions and at their discretion for any other function, the cost thereof will be for your account.
- ❖ All residents (Owners and Tenants) have the right to use the Community Centre's.
- ❖ The Community Centre's are for the benefit of the MECCE community. No Weddings, Religious/Cultural meetings, Business Functions, Formal Functions, or meetings for gain (Tupperware sales, Sales Presentations etc.) will be approved.
- ❖ No whole day bookings will be approved.
- ❖ Please inform security of guests on 031 539 3144 or email [controlroom@mountededgecombe.com](mailto:controlroom@mountededgecombe.com) at least 72 hours prior to your function.

#### DECLARATION BY RESIDENT

I, \_\_\_\_\_, hereby agree to abide by the terms and conditions as stated in the attached notice, which covers the conditions pertaining to the use of the Community Centre. I confirm that I will be responsible for any damages, rectification costs, clearing of rubbish and / or disturbances caused by my function.

Please note: Community Centres are for the exclusive use of Estate Residents only, bookings for non-residents will not be permitted.

SIGNATURE: \_\_\_\_\_

DATE : \_\_\_\_\_

MECCEMA APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_