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## CHILDREN'S PARTY/FUNCTION BOOKINGS

The CSME facility is available for children's parties/functions during the week (Wed through Sat). Two timeslots of 2 hours each are available on these days: 10h00 - 12h00 and 14h00 – 16h00. Any special requirements may be discussed directly with the CSME Manager, Mr Johan Swanepoel on 064 520 8572.

(Note: The CSME venue does not include the model boat, the 32-45mm Miniature trains nor the Model Truck areas).

A standard fee is charged for groups of **up to 40** guests (including children 2 years and older). An additional fee of R15 per person is applied where the number of guests exceeds 40. The fee includes a train with a petrol/electric locomotive and 6 carriages which can carry up to 30 passengers. The train will run for 45 minutes in each hour and will normally leave the station every 8-10min during each 45min session.

The venue will be available to organisers 30 minutes before and 30 minutes after the event for preparation and clean-up respectively. The organiser/applicant must provide their own coffee, tea, milk, sugar and cups (preferably of the disposable kind). An urn with boiling water will be made available, on request only.

Children must be under the supervision of a responsible adult on the train. Children 2 years and under must be physically held by a responsible person.

To avoid congestion, it is highly recommended that a second train be booked in cases where the number of guests exceeds 60.

Subject to availability, a steam locomotive may be requested to replace the standard petrol or electric locomotive. These steam locomotives are privately owned and arrangements need to be made well ahead of time. An extra surcharge is levied for a steam locomotive.

**A non-refundable deposit of 50%** of the total event cost, should be made via EFT into CSME's bank account, immediately after the booking form has been successfully submitted.

- Bank: First National
- Branch: Centurion, code 26-15-50
- Account Name: Centurion Society of Model Engineers
- Account No: 62060752906
- Reference: **Your name and date of the party booking.**

Timeslots shown on the Calendar in red have been paid and cannot be booked. Timeslots shown on the calendar in orange, have been reserved for three days and can become available should payment not be received. Proof of payment must be forwarded in pdf format, via email, to: [bookings@centuriontrains.com](mailto:bookings@centuriontrains.com)

Complete the online booking form for your selected date and timeslot.

Please familiarise yourself with all the conditions set out in our *Terms & Conditions* and *Indemnity/Disclaimer*.

The person making the booking must confirm that he/she is familiar with our terms and conditions and undertakes to ensure that all guests will also comply with all CSME rules.

Once completed, the forms should be submitted, in pdf format, via email, to: [bookings@centuriontrains.com](mailto:bookings@centuriontrains.com). Thereafter, the timeslot will be reserved for 3 days awaiting receipt of the required deposit into our banking account. The booking will only be confirmed once the correct amount (50%) reflects in the CSME bank account. The outstanding function fee (50%) is to be paid before the event commences.

Please note that without payment being made in full and without the required documentation being in the possession of CSME's Manager at the start of the function, the function will not be allowed to proceed.

We thank you for your cooperation and support and look forward to receiving you and your friends.

## CSME CHILDREN'S PARTY/FUNCTION BOOKING FORM

### Personal details of the responsible person/organiser

Full Name*			
ID Number*			
Address			
Contact Number*			
Email Address*			
Date of function			
Time of function (please tick box)	10h00-12h00	<input type="checkbox"/>	14h00-16h00
Number of people (2y or older)			

### Services required:

Standard party/function fee	R 1200 up to 40 persons	1	R 1 200.00
Extra persons (more than 40 persons)	R 15 per person in excess of 40		
Extended hours (maximum 2 hours, only by special arrangement with the Manager)	R 600 per hour		
Extra train (recommended if more than 60 guests)	R 900		
Steam Locomotive (by special request and replaces the standard petrol or electric train)	R 600		
Jumping Castle (only one available)	R 300 for a <b>2 hour</b> session & R150 per hour thereafter		
Kiddies Table & Chairs (6 tables 24 chairs- only one set available)	R 80 for a 2 hour session & R 40 per hour thereafter		
TOTAL owing			
50% non-refundable deposit payable on submission (booking cancelled if not received within 3 days) <sup>6</sup>	50% Deposit		
Payable at or before event (event cannot commence without this payment)	50% Balance		
Office use	Deposit paid on		
Office use	Balance paid on		

\* Required fields

I confirm that I have read and agree to CSME terms and conditions for the above event. I undertake to ensure that all persons attending will also comply with these conditions and any safety rules in effect.

**Please submit the completed forms in pdf format, via email to: [bookings@centuriontrains.com](mailto:bookings@centuriontrains.com)**

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**CSME PARTY/FUNCTION INDEMNITY DISCLAIMER**

**This form should be printed out and signed before the event can take place**

The Centurion Society of Model Engineers (CSME) and their official representatives, members, subcontractors, promoters and organisers in whole or in part, shall not be liable in any way whatsoever for any loss, injury or damage (including but not limited to consequential or special damages or loss of profits) of whatsoever nature, and whether or not caused by the negligence (gross or otherwise) of the CSME and their official representatives, members, promoters and organisers arising out of, incidental to, or in connection in any way, with the use or access to the CSME facilities, the conveyance of ( or failure to convey ) any passenger or person, the property of any person. The CSME and their official representatives, members, promoters and organizers are hereby released from any duty of care towards such passenger or person.

The waiver referred to above will be binding on the heirs, dependents, assignees, executors, trustees or other legal representative of the passenger or person which is conveyed or in respect of which there is a failure to convey, as the case may be.

I, and my guests, enter the premises of the CSME at own risk and willingly participate in any train rides, outings, or functions. I take full responsibility in the event of any mishap or occurrence giving rise to property damage or personal injury.

I further declare that I am aware of the potential risks and dangers associated with entering the premises of the CSME especially with respect to safety during train rides, which I hereby understand and accept. I undertake to ensure that all guests understand and comply with safety rules and instructions given by authorized staff.

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

**Please submit the completed forms in pdf format, via email to: [bookings@centuriontrains.com](mailto:bookings@centuriontrains.com)**

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**CSME TERMS CONDITIONS AND SAFETY RULES WHEN RIDING ON TRAINS:**

- No food or beverages are permitted on the train while in motion.
- Passengers must face forward and keep their feet on the carriage footrests.
- Children under 2 years must ride in the care of a responsible adult.
- Party/function rates are subject to change without prior notification.
- Club members have the right to run their steam engines during parties.
- For security reasons, and in terms of Provincial Gazette No.42 dated 9 February 2005, paragraph 10 (1). **No Person may, contrary to a provision in a notice, bring to or into a public amenity any alcoholic beverage or any other liquor.** Therefore, **NO ALCOHOL** is to be brought onto the premises nor consumed by any individual for the duration of the event.
- The organiser should provide an adult to ride as a guard on the rear of the train at all times.
- The train driver can refuse to carry passengers whose behaviour he/she deems to endanger the safety of others.
- The guard must ensure all passengers face forward and that passengers do not stand, drag their feet, or lean out of the coaches.
- No vehicle is permitted to park on the premises, however, parking is available in an open designated public parking lot at the east end of the premises.

I hereby declare that I have read and understood these terms and conditions and agree thereby

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

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