



BOOKING FORM – ACCRA POLO CLUB (GARDEN SPACE RENTAL)

CONTACT NAME	
ORGANIZER NAME	
ORGANIZER ADDRESS	
ORGANIZER CONTACT NUMBER & EMAIL ADDRESS	
DETAILED DESCRIPTION OF THE EVENT	
PROPOSED DATE(S) OF EVENT	
EXPECTED ATTENDANCE	
START & FINISH TIME	
ADDITIONAL REQUIREMENTS	



TERMS, CONDITIONS AND GUIDELINES

The following Terms, Conditions, and Guidelines apply to all bookings made for the use of the Polo Garden ("the Garden Space") at the Accra Polo Club ("the Club") and are binding upon submission of the Booking Form.

1. Booking Confirmation:

Confirmation of the booking will be sent together with an invoice for full payment and a receipt for the deposit upon receipt of the booking form. Full payment must be made no later than 14 days prior to the event being held at the Accra Polo Club.

2. Fees:

The fees payable for the venue are as follows:

- The Cedi equivalent of **\$5,000.00 per day** for the Garden Rental (exclusive of withholding tax)
- A **\$1,000.00 refundable security deposit**, payable at the time of submission of the booking form. The deposit will not be refunded after the event if:
 - i. The event venue is not returned in the condition it was given to the organizers.
 - ii. The organizers and/or their guests have willfully caused any damage to the Polo Garden. If the damage caused is greater in financial value than the deposit, Accra Polo Club reserves the right to take appropriate action, legal or otherwise, to recover damages/losses caused by the organizers or their guests.

3. Other Fees:

This fee is charged to individuals or organizers who require additional space, wish to brand the car park, or have any special requests not stated in this booking form.

4. Branding:

No organizer and/or their guests are allowed to brand or advertise any product on the premises of the Accra Polo Club, except within the Polo Garden. For the avoidance of doubt, **branding is ONLY allowed in the Polo Garden.**

5. Cancellation Policy:

Cancellations notified to the Accra Polo Club will attract the following refunds:

- Notification given **more than 14 days** before the event – 100% refund
- Notification given **between 7 and 14 days** before the event – 75% refund
- Notification given **less than 7 days** before the event – 25% refund
- Notification given **on the day of the event** – No refund

6. Booking Approval:

All bookings are subject to the approval of the **Accra Polo Club Executive Committee.**

7. Noise Pollution:

Those using the facility must be mindful that the venue is adjacent to a residential area. If music will be played during the event, organizers are required to inform the Club in advance so that residents can be sensitized. **Loud music is not to be played beyond 00:00 hours (midnight).**

8. Out of Bounds Areas:

Guests invited to organized events are **strictly forbidden** from entering the following areas:

- The playing field
- The paddock
- The stick and ball field
- The stables
- Any area outside of the Polo Garden space

9. Access:

On the day of the event, access to the Polo Garden should be via the entrance **behind the restaurant or the clubhouse.**

10. Insurance and Liabilities:

Organizers shall be responsible for all equipment brought onto the premises by themselves or their guests, and will be liable for any damage caused to Accra Polo Club property, fixtures, or fittings. Accra Polo Club maintains its own public liability insurance.

**11. Indemnity:**

Accra Polo Club shall not be held responsible, and organizers shall indemnify the Club, for any loss or damage to property or any injury sustained during the hire of its facilities, arising from any cause whatsoever. This includes, but is not limited to, any breakdown of machinery, failure of electricity, telephone or internet services, water leakage, flood, fire, riot, government restriction, or act of God that may cause the premises to be temporarily closed or the function to be interrupted.

Confirmation of Booking *(To be authorized by a duly empowered representative)*

I, the undersigned (hereinafter referred to as the “**ORGANIZER**”), agree to adhere to Accra Polo Club’s Terms, Conditions, and Guidelines.

NAME OF ORGANIZER/ REPRESENTATIVE:**DESIGNATION:****SIGNATURE:****DATE:**

FOR ACCRA POLO CLUB OFFICE USE ONLY

APPROVED BY:	
DATE:	
CONFIRMATION OF DEPOSIT PAID:	<input type="checkbox"/> YES <input type="checkbox"/> NO
CONFIRMATION OF GARDEN RENTAL:	<input type="checkbox"/> YES <input type="checkbox"/> NO
REASON(S) FOR NOT REFUNDING DEPOSIT:	
COMMENTS:	

Contact Information

Club Manager

Email: manager@accrapoloclub.com

Phone: +233 (0)244 358 922