



Centurion Residential Estate Sport & Social Club trading as

# Centurion Country Club

## Functions Booking Confirmation Sheet – 2021

Thank you for your booking at the Centurion Country Club. Please read and complete the following, returning to us as soon as possible to secure your booking. Please initial each page – full signature required on the last page.

### Please note:

1. At the Centurion Country Club, we specialise in individual, personalised attention to any function and your dedicated coordinator will assist with all planning and menu requirements. All packages can be tailored to suit your requests and make your function a memorable one.
2. It is the responsibility of the client to ensure that all the guests are aware of the Dress Code of the Club. Smart Casual Dress is allowed.
3. Only once we have received your completed form will we confirm and reserve the venue for you.
4. A 50% deposit is required - if payment is not received the date will automatically be released.
5. Full payment needs to be made at least one week (7 days) prior to the function for the function to take place. The function will not take place should the full payment not be received.
6. A statement account will be sent after the function for any outstanding costs, this must be paid within 7 days of receipt of the statement.
7. Under no circumstances may you bring your own food and beverage. Our corkage fee is R50 per bottle and is only applicable to wine and sparkling wine that we do not stock on our wine list.
8. Final numbers, agendas and menu choices need to be confirmed 5 working days prior to the function. The function cannot take place without this information and our cancellation terms would then be applicable.
9. 72 hours' notice is required for special dietary requirements – halaal, kosher, etc.
10. No takeaways are allowed on any buffet menus for any function that is hosted at Centurion Country Club.
11. A complete table plan should be submitted no later than two working days before the function.
12. Only written cancellation/alterations will be accepted.
13. All decor and IT/AV is to be removed after the function unless prior arrangements have been made.
14. No items may be stuck/attached to any of our walls, doors, furniture, or ceilings, regardless of the type of material used.
15. Standard white linen costs are included in the venue hire cost – for black linen, runners, chair covers, etc. a cost will be levied, and this will reflect on your quotation.
16. Any damages occurred during the function will be charged for accordingly and will reflect on the final tax invoice.
17. At no time is Centurion Country Club responsible for any item left behind - banners, decor, etc. It is up to the organiser to ensure all items are removed.
18. Centurion Country Club is not responsible for any deliveries made prior to the function, unless we have signed for the delivery and have a detailed list of items prior to the delivery arriving.
19. Please note all venues are non-smoking. Violation of this rule will result in a fine. Designated smoking areas are clearly marked.
20. In the case of evening functions, the kitchen will be closed at 22h00 and the venue closes at midnight in accordance with Estate Rules as well as our Liquor Licence. Last round is called at 23h45 as well as the last song been played. The bar promptly closes thereafter and will not be re-opened under any circumstances. A charge of R1000 per half hour after midnight is charged until the last guest leaves – this is for the organisers account. It is up to the organiser of the function to ensure that all guests leave promptly.
21. All items that are to be delivered need to go straight through to our Front Desk. After they have been announced to the coordinator, they will be directed to the necessary set-up area.
22. Waiters are charged per hour with a minimum of 6 hours – this is a service hire fee and not a gratuity. Waiter service fee is amended according to the number of hours the function has taken.
23. The final waiter service fee will reflect on the final tax invoice sent after the event. The amount may differ to the original quoted amount due to the above.



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24. All costs for the specific requirements of your function will reflect on your quotation. Quotations will be amended in accordance with requests, and coordinators will update the quotation as many times as you require. Site inspections are used to showcase the venue and its capabilities, and the coordinator cannot be held liable if any costs are not discussed verbally during the site inspection.

### EVENT BOOKING INFORMATION:

Date of Function	
Name of Company	
Name of Organizer	
Cell number of Organizer	
VAT Number of Company	
Invoicing Details	
Postal Address	
Telephone Number	
E-mail Address	
Number of Guests (Including facilitators, exhibitors, photographers etc.)	
Set-up Style required (U-shape, Schoolroom, etc.)	
Venue	
Additional Décor Required	
Additional IT/AV Rentals Required	
Data Projector and Screen Required	
Sound System and Microphone required	
Podium Required	
Dance Floor	
Menu Selected	



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<b>Dietary Requirements</b>	
<b>Beverages – cash or account</b>	
<b>Beverages account limit</b>	
<b>Linen requirements</b>	
<b>DJ or Entertainment requirements</b>	
<b>Disabilities</b>	
<b>Where did you hear about us</b>	

## **Cancellation Policy**

If the client wishes to cancel the function, notice must be given in writing.

The client is allowed one postponement if requested one month (Minimum 31 days) in advance.

### **The following cancellation fee will be levied:**

90-30 days prior - 50% of the total cost

29 days or less prior - 100% of the total cost.

## **Conference Policy**

Full Day Conference is for a period of 9 hours from start to finish

Half Day Conference is for a period of 5 hours from start to finish (Including Lunch)

Additional hiring fees apply should the Conference exceed these hours.

## **Additional Terms and Conditions**

In the event of an Event Company/PCO arranging the function on behalf of a client the client is also expected to sign acceptance of our terms and conditions. We are not responsible if any of our information is not passed on by the Event Company/PCO to their client. Any costs not advised to the client will be covered by the Event Company/PCO. Our policies and costing will not be amended due to miscommunication between the Event Company/PCO and their client.

If this contract is completed by an individual on behalf of a company the company takes full responsibility for the acceptance for all terms and conditions regardless of the designation of the signatory within the company.

## **Breakages Policy**

Should any breakages or damage to equipment, cutlery, crockery, furniture, fixtures, linen, walls, windows, or any other property at Centurion Country Club occur by guests attending the function, all charges or costs relating to such breakages or damages, including but not limited to replacement costs, rental costs incurred in the event that temporary replacements need to be rented or courier or transport charges, will be for the account of the client. This will be added to the final Tax Invoice.

## **Indemnity**

Centurion Country Club will not be held accountable for any loss, damage or injury to guests or property. By signature of this form, the Client accepts full responsibility for any damage or losses caused to the Centurion Country Club property, customers or guests



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whilst using the facility for an Event. Persons entering the estate, shall do so entirely at their own risk. Centurion Country Club shall not be liable for its failure to perform in this agreement, if such failure is due to acts of God, industrial/mechanical action, or weather conditions.

**I have read and accepted the above points.**

**Private Event /Company - In Acceptance of all 4 pages please kindly sign below and ensure each page is initialled:**

Signature	
Date	
Full name	
Contact number	
Designation	
Company name	

**PCO / Event Company - In Acceptance of all 4 pages please kindly sign below and ensure each page is initialled:**

Signature	
Date	
Full name	
Contact number	
Designation	
Company name	

**Banking Details:**

Centurion Country Club  
First National Bank  
Account Number 62013526209  
Branch Code: 261550

**Proof of payment can be sent to [functions@centurioncountryclub.co.za](mailto:functions@centurioncountryclub.co.za)**