

# CENTURION COUNTRY CLUB



## Conference Information

[www.centuriongolfestate.co.za](http://www.centuriongolfestate.co.za)

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41 Centurion Drive, Centurion Residential  
Estate, John Vorster Avenue, Centurion.

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# CONFERENCE PACKAGES AND INFORMATION

Centurion Country Club offers state of the art modern conference facilities in a private serene environment, only minutes away from the N1 highway.

Our dedicated and experienced coordinator is on hand to help you plan and manage your event down to the very last detail as we offer various packages designed to provide guests with an all-in-one conference solution.

This means no more hassles sourcing of suppliers and service providers, instead let our team guide you and source these for you, using our experience and established contacts in the industry. We recommend you come pay us a visit and view our facilities in person.



## WHAT WE OFFER

Our Clubhouse has a panoramic view over the golf course.

Elegant air-conditioned facilities.

Outstanding food and professional service.

Excellent security and private parking.

Tailor made conference packages and meeting room packages.

Business class Wi-Fi.

Wheelchair access.

Generator should there be power outages.

Dine on the patio and enjoy the serene surroundings.

# PACKAGES

## FULL DAY - R550 per person

- Venue hire, screen, projector, PA system, 1 x flip chart and pens, notepads and pens, still water, mints and WIFI.
- Arrival coffee and tea station, snacks – (2 x Snacks to be chosen off snack menu)
- Mid-morning coffee and tea station, snacks – (2 x Snacks to be chosen off snack menu)
- Buffet lunch for 20 delegates or more available on the day
- Plated pre-selected lunch for 19 delegates and less (Menu will be available on the day for each delegate to choose his/her own selection)
- Afternoon coffee and tea station, snacks – (1 x Snack to be chosen off snack menu)

## HALF DAY INCLUDING LUNCH - R440 per person

- Venue hire, screen, projector, PA system, 1 x flip chart and pens, notepads and pens, still water, mints and WIFI.
- Arrival coffee and tea station, snacks – (2 x Snacks to be chosen off snack menu)
- Mid-morning coffee and tea station, snacks – (2 x Snacks to be chosen off snack menu)
- Buffet lunch for 20 delegates or more available on the day
- Plated pre-selected lunch for 19 delegates and less (Menu will be available on the day for each delegate to choose his/her own selection)

## HALF DAY EXCLUDING LUNCH - R320 per person

- Venue hire, screen, projector, PA system, 1 x flip chart and pens, notepads and pens, still water, mints and WIFI.
- Arrival coffee and tea station, snacks – (2 x Snacks to be chosen off snack menu)
- Mid-morning coffee and tea station, snacks – (2 x Snacks to be chosen off snack menu)

## BUILD YOUR OWN PACKAGE

Venue hire per conference room: R1650

- Conference room 1 (includes TV screen and HDMI cable)
- Conference room 2 (includes TV screen and HDMI cable)
- Conference room 3 (includes TV screen and HDMI cable)
- Conference room 1-3 (includes a TV screen, HDMI cable, projector and screen)
- Conference room 2-3 (includes a TV screen, HDMI cable, projector and screen)
  
- Boardroom 1 (includes TV screen and HDMI cable): R220 per hour
- Boardroom 1&2 combined (includes TV screen and HDMI cable): R440 per hour
  
- PA system: R500
- Setup and breakdown fee: 49 delegates and less: R500
- Setup and breakdown fee: 50 – 99 delegates: R1000
- Setup and breakdown fee: 100 delegates and more: R1500

Per person fee:

- |                                      |                           |
|--------------------------------------|---------------------------|
| • Notepads and pens: R20             | • Arrival snacks: R85     |
| • Mints and Still water bottles: R20 | • Mid-morning snacks: R85 |
| • Tea and coffee (per break): R20    | • Lunch: R210             |
| • Jug of juice – 1.5L: R65           | • Afternoon snacks: R35   |



# VENUE CAPACITY ESTIMATIONS

Venue	U-shape	Double u-shape	Schoolroom	Cinema	Boardroom	Seminar	Banquet	Banquet (with dance floor)	Dimensions (Square meter)
Conference room 1	19	N/A	N/A	30	N/A	N/A	N/A	N/A	50
Conference room 2	18	N/A	N/A	30	N/A	N/A	N/A	N/A	50
Conference room 3	14	N/A	N/A	20	14	N/A	N/A	N/A	40
Conference room 1-3 combined	32-40	51-65	50-60	130-150	N/A	48-55	60-80	60	140
Conference room 2-3 combined	20-27	32-42	30-33	80	N/A	28-31	30-40	N/A	90
Boardroom 1	N/A	N/A	N/A	N/A	8	N/A	N/A	N/A	21
Boardroom 2	N/A	N/A	N/A	N/A	12	N/A	N/A	N/A	25
Boardroom 1-2 combined	N/A	N/A	N/A	N/A	22	N/A	N/A	N/A	46
Dining room	25-32	N/A	42-50	130-150	N/A	63-68	80	60	214
Main function hall bar	21-24	30	30-40	80-90	N/A	40-45	60	40-45	110
Main function hall bar lounge combined	N/A	N/A	90-100	250-300	N/A	90-105	120-130	100-110	160

## ACCOMODATION

We do have accommodation onsite. Below are the contact details of the 2 properties.

- Leopard Song  
Enquire with Joretha van Schalkwyk or Amourushka van Jaarsveld - 010 786 0082 / [res@leopardsong.co.za](mailto:res@leopardsong.co.za)
- Golf suites  
Enquire with Craig Warland - 0107860083 / [res@golfsuites.net](mailto:res@golfsuites.net)





# CONFERENCE SNACK MENU

## **Arrival Snacks (Choice of 2 items)**

- Filled assorted cocktail croissants (ham and cheese, chicken mayonnaise, cheese and tomato)
- Scones served with cream, butter, variety of jams and cheese
- Assorted muffins
- Mini Danish pastries
- Mini waffles with blueberry compote and cream
- Mini nutella flapjack with marshmallows
- Fruit skewers
- Skewered apple wedges dipped in chocolate and caramel with crushed peanuts, marshmallows

## **Mid-morning Snacks (Choice of 2 items)**

- Assorted sandwich basket (Choice of white, brown or rye bread) - ham and cheese, chicken mayonnaise, cheese and tomato
- Waldorf salad on feta and sundried tomato tartlets
- Smoothy shots
- Homemade protein bar
- Date crunch finger biscuits
- Popcorn and smarties

## **Lunch**

- Plated pre-selected lunch for 19 delegates and less (Menu will be available on the day for each delegate to choose his/her own selection)
- Buffet lunch for 20 delegates or more available on the day

**The above is applicable to Full day conference package and Half day conference package including lunch**

## **Afternoon Snacks (Choice of 1 item)**

- Chocolate brownies with coffee crème
- Giant choc chip cookie
- Mini magnum ice cream
- Assorted nuts, seeds and dried fruit
- Large peanut and raisin mix
- Popcorn and smarties

# BOOKING CONFIRMATION SHEET

**Thank you for your booking at the Centurion Country Club. Please read and complete the following, and return to us as soon as possible to secure your booking. Please initial each page – a full signature is 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 conference a memorable one.
2. It is the responsibility of the client to ensure that all the guests are aware of the Smart Casual Dress Code of the Club.
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) before the conference for the conference to take place. The conference will not take place should the full payment not be received.
6. A statement account will be sent after the conference 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, R80 per bottle of wine, R150 per bottle of sparkling wine (MCC) local, R300 per bottle for French champagne, R450 per bottle for speciality beverages with a cost of less than R5000 per bottle, R1000 per bottle for speciality beverages with a cost of over R5000 per bottle. Only applicable if we are not able to source the required beverages for your conference.
8. Final numbers, agendas and menu choices need to be confirmed 7 days before the conference. The conference 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 menus for any conference that is hosted at Centurion Country Club.
11. Only written cancellations/alterations will be accepted.
12. All decor and IT/AV is to be removed after the conference unless prior arrangements have been made.
13. No items may be stuck/attached to any of our walls, doors, furniture, or ceilings, regardless of the type of material used.
14. Any damages that occur during the conference will be charged accordingly and will reflect on the final tax invoice.
15. 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).
16. Centurion Country Club is not responsible for any deliveries made before the conference unless we have signed for the delivery and have a detailed list of items before the delivery arrives.
17. Please note all venues are non-smoking. Violation of this rule will result in a fine. Designated smoking areas are marked.
18. In the case of evening functions, the kitchen will be closed at 21h00 and the venue closes at midnight per the Estate Rules as well as our Liquor Licence. The last round is called at 23h30 and the last song is played at 23h45. The bar promptly closes thereafter and will not be re-opened under any circumstances. A charge of R1000 per hour after midnight is charged until the last guest leaves – this is for the organiser's account. (It is up to the organiser of the function to ensure that all guests leave promptly).
19. 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.
20. All costs for the specific requirements of your function will reflect in your quotation. Quotations will be amended per 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		Additional IT/AV Rentals Required	
Name of Company		Data Projector and Screen Required	
Name of Organizer		Sound System and Microphone required	
Cell number of Organizer		Podium Required	
VAT Number of Company		Dance Floor	
Invoicing Details		Menu Selected	
Postal Address		Dietary Requirements	
Telephone Number		Beverages – cash or account	
E-mail Address		Beverages account limit	
Number of Guests (Including facilitators, exhibitors, photographers etc.)		Linen requirements	
Set-up Style required (U-shape, Banquet, Schoolroom, Cinema etc.)		DJ or Entertainment requirements	
Venue		Disabilities	
Additional Décor Required		Where did you hear about us	

# EVENT BOOKING INFORMATION **Continued...**

## • **CONFIRMATION AND CANCELLATION POLICY**

Your conference will only be confirmed and reserved once we have received a completed booking sheet and a deposit.

A 50% deposit is required to secure and confirm your booking within 7 days of receiving your quotation. If the deposit is not received the date will automatically be released without any further communication.

This is a holding deposit and will be deducted from your final account.

**Please note that Centurion Country Club reserves the right to charge a cancellation fee, which will be calculated as a percentage of your conference as follows:**

- Notice before 60 days prior to the conference: No cancellation fee.
- Notice from 60 – 31 days prior: 30% of the total cost.
- Notice within 30 –14 days prior: 50% of the total cost. Notice within 14 or fewer days prior: 100% of the total cost. All prices include VAT. All prices are subject to change, please refer to your quotation. (valid for 7 days)
- **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 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.**

**In Acceptance of all pages please kindly sign below and ensure each page is initialed:**

## **Private Event / Company**

Signature	
Date	
Full name	
Contact number	
Designation	
Company name	

## **Professional Conference Organizer / Event Company**

Signature	
Date	
Full name	
Contact number	
Designation	
Company name	



# GET IN TOUCH



Corinne Lloyd

Functions & Conference Co-Ordinator

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Contact number: 012 665 9609

Email address: [functions@centurioncountryclub.co.za](mailto:functions@centurioncountryclub.co.za)

[www.centuriongolfestate.co.za](http://www.centuriongolfestate.co.za)

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