



Booking Contract 2026

41 John Vorster Drive, Centurion Residential and Golf Estate
Centurion, South Africa

012 665 0279 | www.centuriongolfestate.co.za

Centurion Country Club Booking Contract

Choose an option below

(Please refer to our venue capacity table on the information booklet)

Venue

| Venue | Per day | Per hour |
|--|-----------------------------------|--------------------------------|
| Boardroom 1 | R 1 500.00 <input type="radio"/> | R 240.00 <input type="radio"/> |
| Boardroom 2 | R 1 500.00 <input type="radio"/> | R 340.00 <input type="radio"/> |
| Boardroom 1 and 2 combined | R 2 000.00 <input type="radio"/> | R 400.00 <input type="radio"/> |
| Conference room 1 | R 2 000.00 <input type="radio"/> | R 400.00 <input type="radio"/> |
| Conference room 2 | R 2 000.00 <input type="radio"/> | R 400.00 <input type="radio"/> |
| Conference room 3 | R 2 000.00 <input type="radio"/> | R 400.00 <input type="radio"/> |
| Conference room 2 and 3 combined | R 4 000.00 <input type="radio"/> | |
| Conference room 1, 2 and 3 combined | R 6 000.00 <input type="radio"/> | |
| Dining room | R 5 000.00 <input type="radio"/> | |
| Main function hall bar | R 6 000.00 <input type="radio"/> | |
| Main function hall lounge | R 4 500.00 <input type="radio"/> | |
| Main function hall bar and lounge combined | R 10 000.00 <input type="radio"/> | |

Conference / meeting room packages

| | |
|---|------------------------------------|
| Full day conference package | R 720.00 pp. <input type="radio"/> |
| Half day including lunch conference package | R 580.00 pp. <input type="radio"/> |
| Half day excluding lunch package | R 435.00 pp. <input type="radio"/> |
| Build your own conference package | <input type="radio"/> |

Booking information

Event name: _____

Event date: _____

Event time: _____

Number of guests: _____

- Final numbers to be confirmed strictly 10 days before your event.
- For catering purposes, please include your DJ, photographer and relevant support staff in your final head count.

Function type

Conference Wedding
Meeting Birthday
Year end Other

Setup style

School room Banquet rounds
Boardroom Other
U-shape

Linen requirements

Black
White

Additional requirements

Decor rental Data projector and screen Microphone DJ Other
IT/AV rental PA system Dance floor Podium

Food and beverage

Dietary requirements: _____

Menu selected: _____

Beverage account: Master Cash

Master beverage restrictions: _____

Master limit: _____

Client / company details

Client name : _____

Tel / Cell: _____

Email: _____

Invoice details: _____

Company name : _____

Tel / Cell: _____

Email: _____

VAT number: _____

Invoice details: _____

Person accountable for payment

Full name and surname: _____

Tel / Cell: _____

Address: _____

Booking deposit payment date: _____

Signature: _____

Terms and conditions

- 1. Booking and Confirmation:** Only once we have received your completed booking form, will we confirm and reserve the date and venue for you tentatively for a period of 7 days.
- 2. Deposit and Payment:** A deposit of 50% of the amount of our quote must be paid within the 7 days stipulated above to secure your booking. Should payment not be received within the prescribed time, the date will automatically be released without notice.
- 3. Full Payment:** Full payment of the amount of our quote must be made not less than 10 days before the function for the function to proceed.
- 4. Event Details Confirmation:** Final numbers, agendas, and menu choices need to be confirmed 10 days before the event. The event cannot take place without this information and our cancellation terms would then be applicable.
- 5. Final Invoice:** A final invoice and statement will be sent after the event for any outstanding costs. This amount must be paid within 7 days of receipt of final invoice.
- 6. Cancellations and Alterations:** Only written cancellations/alterations/requests will be accepted.
- 7. Catering and Food:** Outside catering is not permitted. No food or beverages may be brought onto the property, without permission from the Food and Beverage Manager of the Club, in which event a corkage fee will be charged.
8. 72 hours' notice is required for special dietary requirements – Halaal, Kosher, Vegetarian.
9. Our kitchen prepares extra food for buffet stations, therefore, no takeaways are permitted.
- 10. Decor and IT/AV:** All decor and IT/AV must be removed immediately after the event unless prior arrangements have been made to break down the next day.
- 11. Deliveries:** Centurion Country Club is not responsible for any deliveries made before the conference or event.
- 12. Property and Damages:** No items may be attached to any of our walls, doors, furniture, or ceilings, regardless of the type of material used.
13. Any damages occurred during the function will be charged to the event organiser and will reflect on the final tax invoice. It is up to the event organiser to recoup this cost from their staff/guests.
- 14. Lost or Unattended Items:** Centurion Country Club is not responsible for any items/belongings/decor or banners left unattended at the club after the event.
- 15. Smoking Policy:** All our venues are non-smoking, violation of this rule will result in a fine per incident. This amount will be added to the final tax invoice should an incident occur. Designated smoking areas are clearly marked.
- 16. Weather Policy:** No discounts or refunds will be granted if the event is interrupted or cancelled due to adverse weather conditions.
- 17. Venue Closing Times and Late Charges:** In the case of evening events, the venue closes at midnight in accordance with the Club Rules as well as our Liquor License. The kitchen closes at 21:00. All music must end by 22:00. Last rounds are called at 23h30. The bar closes promptly thereafter and will not be re-opened under any circumstances. A charge of R 1 000.00 per hour after midnight will be 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.
- 18. Gun-Free Zones:** The Clubhouse, surrounding areas, and Golf Course are designated as Gun-Free Zones. We reserve the right to refuse entry to anyone carrying firearms in these areas. Those who fail to comply will be asked to leave the premises immediately.
- 19. Private Security Services:** For events requiring Private Security Services, the event or meeting host must notify the events team at least two days in advance and submit a comprehensive risk and threat assessment outlining the need for such services. Private Security Service Providers, including those for VIPs, will only be granted limited access to the clubhouse for safety and security inspections before the event or meeting begins, without interfering with regular operations. Private Security Service Providers are not permitted to carry firearms within the clubhouse, surrounding areas, or golf course. Additionally, they are not allowed to enter these areas or use any of the facilities at Centurion Country Club. Should additional security be required, Centurion Country Club can provide it at an additional cost.
- 20. Function Waiters:** To ensure professional and efficient service at your function, the club partners with an outsourced company for function waiters. We require one waiter for every ten guests, which is compulsory for all functions and will be added to your invoice. Waiters are available an hour before the event for briefing and to complete any last requirements, and remain up to 1 hour after the event to assist in clearing the function. The final waiter service fee will be reflected on the final tax invoice issued after the event. The amount may differ from the original quoted amount due to the above. The waiter hire fee will not include VAT on your quote/invoice.
- 21. Pricing and VAT:** All prices include VAT (exception with respect to the waiter fee mentioned above). All prices are subject to change; please refer to your quotation (valid for 7 days).
- 22. Liability:** Centurion Country Club will not be held accountable for any loss, damage or injury to guests or property.

Cancellation terms and conditions

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

- Notice before 60 days prior to the event: No cancellation fee.
- Notice within 60 – 31 days prior: 30% of the total cost.
- Notice within 30 –14 days prior: 50% of the total cost.
- Notice within less than 14 days prior: 100% of the total cost.

I hereby agree that the above information is correct and accept that this document has all the necessary information for Centurion Country Club to ensure that your event/conference is a success.

Name and surname: _____

Date: _____

Signature: _____