



## CONFERENCE PACKAGES

The Erinvale Golf Club takes immense pleasure in presenting its 2014 conference packages. Situated on the Erinvale Golf Club the venues offer magnificent settings with views of the Helderberg mountain range and our pristine golf course.

We look forward to welcoming you and your delegates to Erinvale.

### Full day

Member Conference Package Rate	R310.00 per person (discount included in rate)
Non-Member Referral Conference Package Rate	R395.00 per person (no discount applicable)

### THE CONFERENCE PACKAGE INCLUDES THE FOLLOWING:

- Venue hire
- Standard equipment hire (flipchart, white board marker and a portable screen)
- Table stationary (notepad and pen per delegate)
- Tea/coffee and muffins or pastries on arrival
- Tea/coffee and biscuits mid-morning break
- Lunch (Buffet or limited a la carte menu – dependant on number of delegates)
- Tea/coffee and biscuits mid-afternoon break
- Bottled water and mints
- PA system and microphone
- Complimentary access controlled secure parking



## Half day

Member Conference Package Rate	R275.00 per person (discount included in rate)
Non-Member Referral Conference Package Rate	R355.00 per person (no discount applicable)

### THE CONFERENCE PACKAGE INCLUDES THE FOLLOWING:

- Venue hire
- Standard equipment hire (flipchart, pens and a portable screen)
- Table stationary (notepad and pen per delegate)
- Tea/coffee and muffins or pastries on arrival
- Tea/coffee and biscuits mid-morning break
- Lunch (Buffet or limited a la carte menu – dependant on number of delegates)
- Tea/coffee and biscuits mid-afternoon break
- Bottled water and mints
- PA system and microphone
- Complimentary access controlled secure parking

Halaal meals are charged at an additional R150.00 per delegate.

Additional equipment to hire; data projector at a rate of R350.00 per day.

Price per delegate excludes drinks and a 10% service fee.

Please note that a 10% service fee will be added to any additional food and beverages.

All rates are subject to change without prior notice.



# CONTRACT

PLEASE ENSURE THAT THIS CONTRACT IS SIGNED WITHIN 7 DAYS UPON RECEIPT.  
NO BOOKING WILL BE CONFIRMED  
WITHOUT A DEPOSIT AND SIGNATURE OF THIS CONTRACT

<b>TO</b>	_____
<b>COMPANY</b>	_____
<b>TEL</b>	_____
<b>CELL</b>	_____
<b>EMAIL</b>	_____
<b>BILLING ADDRESS</b>	_____ _____ _____
<b>VAT</b>	_____
<b>MEMBER</b>	_____
<b>MEMBER NUMBER</b>	_____
<b>MEMBER REFERRAL</b>	_____
<b>DATE OF CONFERENCE:</b>	_____
<b>NUMBER OF DELEGATES:</b>	_____
<b>ARRIVAL TIME:</b>	_____
<b>MORNING BREAK:</b>	_____
<b>LUNCH</b>	_____
<b>AFTERNOON BREAK</b>	_____
<b>DIETARY REQUIREMENTS</b>	_____



## DEPOSITS & PAYMENT PROCEDURE

- R1500 deposit is required in order to secure your booking.
- This is a non-refundable deposit.
- Your deposits or any other payment being made to the Club can be made either directly at the Clubhouse via credit card, cash or via electronic/ bank transfer.

### **Banking details as follows:**

Erinvale Golf Club

Nedbank – Somerset West

Account Number 1060 0944 36

Branch Code 106012

**Kindly fax or email a copy of the deposit slip to 021 - 847 1901 or [functions@erinvale.co](mailto:functions@erinvale.co)**

## CONFIRMATION PROCEDURES

- Please be advised that a confirmed number of guests must be given one week prior to your function.
- Should the numbers fall below that of the given numbers, charges would be based on the confirmed numbers.
- Should the actual number of guests exceed that of the confirmed number given, billing will be based on the actual number.

## CANCELLATION POLICY

- Should the reservation be cancelled less than 14 days prior to the date of the event a 100% cancellation fee on the total food bill and venue hire will be applicable.
- **Bookings will only be cancelled upon receipt of a written cancellation.**

## MENU

- Please note, outside caterers will not be permitted.



## BEVERAGE

- Beverages and wines can be selected from our beverage and wine lists.
- Bringing in of your own wine can only be authorized by prior arrangement with the club house and a corkage fee will apply.

## HIRE

- All items brought into the club from an outside source for your function, must be checked and signed for by yourself on arrival and collection.
- The club does not take any responsibility for any loss or damage to the above.

## FINAL ARRANGEMENTS

- All arrangements, i.e. final numbers, dietary requirements, and any other requirements for your function must be confirmed at least one week prior to the function.

## VAT

- All food & beverage prices are inclusive of 14% VAT

## FINAL BILL

- Your final bill will be ready for payment within 2 days of your function.
- 100% pre payment is required prior to your event, which includes beverage estimates.
- Kindly be advised settlement of any additional charges incurred on the evening is due within 7 days after the function.

***Please note that an amount of 10% for any additional food and beverages not included in the conference package will be added to your final account***

## DRESS CODE

- Please ensure club dress code is adhered to at all times.

## CELLULAR PHONES

- Please inform your guests that the usage of cellular phones in the Clubhouse and on the golf course is prohibited.





## SECURITY

- To ensure that there will be no delay for your guests entering our security gate. we require that you provide us with a confirmed guest list 48 hours prior to your function.

## ACCOMMODATION

- Should you require accommodation for your delegates at the beautiful hotel, please contact the Erinvale Hotel on (021) 847 1160.

## SMOKING

- Please note that the Upstairs lounge & function rooms are non-smoking areas of the Clubhouse.
- We have a designated smoking area downstairs in the Terrace Bar or your guests are most welcome to use the verandah outside.

## CLOSING TIME

- Erinvale Golf Club stipulates a closing time of Midnight. Last orders will be called at 10:45 pm.

## PRICE QUOTES

- Please note that all prices quoted on enquiry are subject to change without prior notice.

## LIABILITY FOR DAMAGE TO PROPERTY

- The client accepts liability for and shall be responsible for any damage caused to any part of **ERINVALLE GOLF CLUB AND ESTATE** premises by the client and/or any of the Client's guests and or employees and/ or whether or not such damage or loss is caused by any act, default, omission or neglect of the Client and/or its invitees and/or guests and/or employees and/or loss shall be paid by the client to Erinvale Golf Club on proper written proof of the damage or loss.
- **DAMAGE to, or loss of, Property**  
Any damage to the Venue or damage to, or loss of furnishings, utensils and equipment resulting from the use of the Venue by the Client and/or its invitees must be paid for by the Client upon proper written proof by Erinvale Golf Club of the existence and extent of the damage or loss referred to above.



- **Repairs**

Should repairs be necessary, these must be completed within one day of the end of the Event at the cost of the Client by contractors appointed by the Client, but approved in writing by Erinvale Golf Club. Failure to do so may result in the damage being repaired by Erinvale Golf Club. The cost will be charged to the client. Repairs impacting on the availability of the venue may result in additional charges to the Client.

**INDEMNITY**

- ***Due to the nature of Erinvale Golf Estate, the club requires the host of all functions to sign an indemnity against any damage or injury that a guest of the function may cause while involved with his/her function at Erinvale Golf Club.***
- The host also certifies that all his guests have been notified that Erinvale Golf Club is a housing estate and that he must exercise caution when playing this course
- Your signature on this contract signifies that you have read, understood and accept this Indemnity and take full responsibility for your guests.

I HEREBY ACCEPT THE TERMS AND CONDITIONS AS SET OUT IN THE CONTRACT

\_\_\_\_\_

On Behalf of Erinvale Golf Club

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date

Please do not hesitate to contact us should you have any enquiries or wish to book a conference with us. We look forward to welcoming you and your guests to the Erinvale Golf Club.

**Kind regards,**

Kayleigh Bassett

Tel: (021) 847 1144

[functions@erinvale.com](mailto:functions@erinvale.com)