



RONDEBOSCH GOLF CLUB

**GOLF DAYS, FUNCTIONS & EVENTS**

**Client Confirmation Form**

Thank you for choosing Rondebosch Golf Club (hereinafter referred to as “RGC”) as the host venue for your golf day, function, event or conference. We are delighted to confirm your group booking. Please note that we are holding the facilities on a *provisional basis only*, pending receipt of a signed and completed *Client Confirmation Form* together with an eft proof of payment or a copy of the *deposit slip*. Kindly note the club’s terms and conditions, which are described below the confirmation details.

**General Confirmation Details & Dates**

Function Organizer:

Function Date:

**Deposit Due: 50% of Green Fee’s (1 month in advance)**

Final Numbers :

Final Payment Date:

Additional Notes:

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.....

**Golf Course Details**

Tee off Time: ..... Start & Tee (s): .....

Competition format: .....

Carts Required: ..... Rate: .....

Caddies Required: ..... Rate: .....

Registration: .....

Halfway House: .....

Additional Notes:

.....  
.....



RONDEBOSCH GOLF CLUB

**Catering & Venue Details**

Venue Hire Fee: .....  
Venue : .....  
Layout : .....  
Start time : ..... Close Time: .....  
Equipment : ..... Rate : .....

No. of Delegates/Guests:

External Hiring Requirements:

Dance Floor:

Bar to be stocked and operational

Menu:

**Total Golf Due** : \_\_\_\_\_

**Total Venue & Catering Due** : \_\_\_\_\_

**Total Due to RGC** : \_\_\_\_\_

**(This amount does not include carts and caddies)**

Payment to be made in favour of:

Rondebosch Golf Club

Standard Bank

Branch Code: 051001

Current Account: 071483179

POP sent to [info@rgc.co.za](mailto:info@rgc.co.za) with the reference:

Any extra's to be settled on the day of the function



RONDEBOSCH GOLF CLUB

## GENERAL TERMS & CONDITIONS

This document constitutes an agreement between **Rondebosch Golf Club** and:

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1. Payments to be made on receipt of a tax invoice. Amounts payable by the client to the **Rondebosch Golf Club (herein after referred to as "RGC")** shall be made on the dates as specified in the Agreement; any late payments may attract **interest at 2% (two percent) pa** above the prime lending rate.
2. In the event of any damage to, or destruction of the allocated venues or parts thereof by fire; or other Force Majeure; including but not limited to: shortage of labour/food supplies, strikes, lockouts and unrest, or any other causes out of **RGC's** control that could prevent **RGC** from providing the required standard of service and product, the **RGC** reserves the right to cancel any booking forthwith and without liability on its part.
3. **RGC** reserves the right to change a previously allocated venue, upon providing reasonable prior written notice to the client.
4. The client indemnifies and holds harmless the **RGC** against any and all claims that may be made against the **RGC** by any third parties relating to the provisions of this agreement. Further, neither the **RGC** nor its employees or agents shall be held liable, through any act of commission or omission, for any losses or damages, direct or indirect, which may be caused to the client, its goods, its employees, affiliates or guests; nor shall it be liable for any personal injury or loss of life.
5. The client shall be held liable for any damages caused to the property, the venue, fixtures, fittings or equipment therein, through any act of commission or omission by the client or its guests or employees.
6. The client shall not be permitted to:
  - Paint, attach or fix to the venue allocated for the conference, any marketing or advertising material, notices or any other matter without the prior written permission the **RGC** Food & Beverage Manager; such permission shall not be unreasonably withheld;
  - Drive nails into the walls, floors, partitions or doors any screws, or any other such items that may cause damage.

Klipfontein Road, Mowbray 7700 • P.O. Box 495 • Rondebosch • 7700 • Cape Town • South Africa •  
Tel: +27 21 689 4176 • Fax: +27 21 6851447

Email: [clubhouse@rgc.co.za](mailto:clubhouse@rgc.co.za)  
Web address: [rondeboschgolfclub.com](http://rondeboschgolfclub.com)



RONDEBOSCH GOLF CLUB

7. No Food or beverages may be brought onto the **RGC** premises without the express prior written agreement of the **RGC** Food & Beverage Manager.
8. All published (electronic or printed) material is subject to change. The **RGC** shall not be held liable for any inaccuracies in any such material or information supplied by it, which the client fails to verify in writing directly with the **RGC**.
9. Advice or recommendations are provided by employees of the RGC in good faith and therefore carry no burden of responsibility for accuracy or expertise.
10. Should the client fail to make payment in terms of this Agreement, within 14 days of issuing of the VAT Invoice, the **RGC** reserves the right to institute legal proceedings against the client to facilitate settlement of the debt. Any legal costs shall immediately become payable by the client at the rate between attorney and client.
11. The client hereby consents to the jurisdiction of the Magistrates court and all relevant legislation of the Republic of South Africa as amended from time to time.

The acceptance of the terms and conditions hereof requires the approval by way of signature of a duly authorized representative who warrants that he/she is duly authorised to enter into such an agreement.

.....  
**Name**

.....  
**Signature**

.../.../20...  
**Date**

**Client Confirmation Policy**

1. Please note we are holding the facilities on a **provisional basis only**, and will be kept as provisional for **14** days. If no confirmation is received the provisional booking will be cancelled without further notification.
2. In order for your booking to be confirmed, a signed and completed **Client Confirmation Form** together with payment of the **deposit** as specified in the Agreement. The balance is to be paid **7** days prior to the function date or on the day with special prior arrangements.
3. Deposits are payable by means of **credit card** or via **eft**. Proof of the deposit should be sent in accordance with the Agreement.
4. Bookings that are made less than two weeks prior to commencement date of the function require full payment in advance.
5. The final total of attendees to be provided **7** days prior to the function.

Initial: .....



RONDEBOSCH GOLF CLUB

**Cancellation Policy**

1. Please note that any changes that are made to the ***Client Confirmation Form***, including changes in attendees, catering or timing, other than those agreed upon in this form, may attract additional charges.
2. All cancellations must be sent via email to: [info@rgc.co.za](mailto:info@rgc.co.za) **in writing**.
3. Cancellations will attract the following fees:
  - 3.1 **10%** Cancellation Fee of the total package if cancelled within **30** days of the function;
  - 3.2 **50%** Cancellation Fee of the total package if cancelled within **14** days of the function;
  - 3.3 **100%** Cancellation fee of the total package if cancelled within **7** days of the function.

Kindly return the client confirmation form with a copy of the deposit slip, duly signed, to the **RGC** Food & Beverage Manager.

Initial .....

Thank you for your valued business, we look forward to welcoming you to our venue in the near future.

With Kind regards,

.....  
For Rondebosch Golf Club

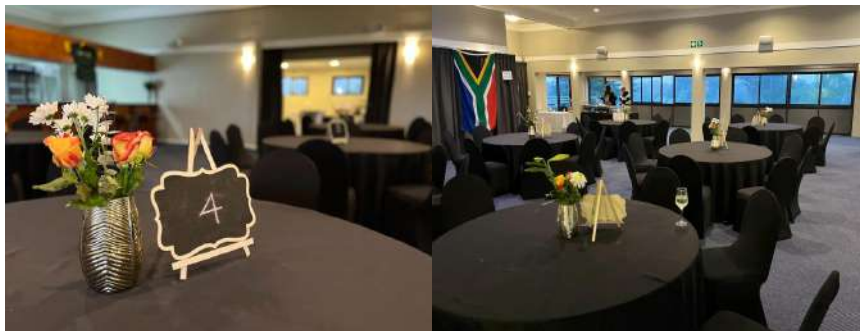
Signed: ..... Date.../.../20....



RONDEBOSCH GOLF CLUB

# 1911

## *Bistro & Venue*



We would like to introduce you to our hospitality area

Klipfontein Road, Mowbray 7700 • P.O. Box 495 • Rondebosch • 7700 • Cape Town • South Africa •  
Tel: +27 21 689 4176 • Fax: +27 21 6851447

Email: [clubhouse@rgc.co.za](mailto:clubhouse@rgc.co.za)  
Web address: [rondeboschgolfclub.com](http://rondeboschgolfclub.com)



RONDEBOSCH GOLF CLUB

**1911**

Bistro & Venue

Our team will go the “extra mile” to plan and execute a seamless function  
It is our express objective to ensure that your guests or delegates leave RGC 1911 having had a positive, memorable experience.

We have the capacity to accommodate guests or delegates up to

- 120 pax as conference seating
- 120 pax as a formal layout without a dance floor
- 100 pax as a formal layout with a dance floor

Any other configuration can be accommodated by special arrangement

JC van der Merwe our Food & Beverage Manager, together with his very competent team, will endeavour to accommodate your function requirements in every detail.

The venue operates as a bistro restaurant whilst not reserved for a function; so, in that respect we can accommodate small groups who do not require a bespoke, exclusive venue.

As an exclusive venue we include the following as part of the venue hire package:

- 10 seater tables and conference chairs
- Crockery & cutlery
- White or Black tablecloths
- A lectern
- A projector and screen
- An easel or flipchart
- Service staff, including a Duty Manager

### Bevvies

We provide a fully licenced bar facility, at club prices. Any specific beverage requests can be entertained by special request.

### Menus

We have several menus from which to select fare that suits your pallet and your wallet. Anything from build-a-burger to elaborate buffet options can be catered for. Rather than produce a raft of menus in this document, we urge you to chat to JC so we can cater specifically to your requirements. We are able to accommodate Halaal- and Kosher-friendly dietary requests, although we are not strictly Halaal or Kosher.



## RONDEBOSCH GOLF CLUB

### What's the bottom line?

Well, we're a club; we represent excellent value when compared to commercial establishments. So, rather than provide you with finite rates, we would prefer to engage with you to establish your requirements and marry them with our capabilities.

### Housekeeping

In order for us to offer a professional service, we do need to ensure that certain boxes are ticked...these are fully explained in Terms & Conditions of hire; but very briefly:

- In order to secure a firm date for a function, we do require the venue hire fee to be paid in full.
- There are cancellation guidelines
- We do have a payment policy
- There is a 22PM curfew for evening functions

Chat to us. Let us add value to your meeting, celebration, networking session or social gathering

# **1911**

***Bistro & Venue***