



# WOODHILL

RESIDENTIAL ESTATE & COUNTRY CLUB



CONFERENCING AT  
WOODHILL COUNTRY CLUB



# 01

## CONFERENCING AT WOODHILL COUNTRY CLUB

*Thank you for considering Woodhill as your preferred conference venue.*

Planning a conference, no matter how small, can be an onerous and stressful undertaking. Our dedicated and experienced coordination team and interior décor experts are on hand to help you plan and manage your event down to the very last detail.

With our large range of versatile facilities, our team can bring your perfect event to life. We at Woodhill Country Club, can further ensure the planning and execution of your conference is a pleasant experience 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. Our goal is to save you time, money and effort by offering you the best conference experience. We recommend you come pay us a visit and view our facilities in person.



# 02

## WHAT WE HAVE TO OFFER:

- Our Clubhouse has a panoramic view over the Estate and Golf Course.
- Elegant facilities.
- Outstanding food and professional service.
- Excellent security and private parking.
- A professional team taking care of your booking and function.
- Tailor made conference packages and meeting room packages.
- Wi-Fi
- To secure your booking please complete, sign and return the following:
  - Terms and Conditions
  - Confirmation of conference Form



### *Kindly note:*

*Confirmation of conference are done on a first come, first serve basis, upon receipt of the mentioned forms.*

### *Banking details*

#### **PJM Management (PTY)LTD Nedbank**

Branch: Pretoria  
CBD Business Banking  
Branch code: 198765  
Account number: 1172586675



# 03

## CONFERCING AT WOODHILL COUNTRY CLUB



### FULL DAY CONFERENCE:

Time: 08h00 - 17h00

Fee: R660 per delegate per day  
(VAT Included)

**Includes:**

- Tea / Coffee and arrival snacks
- Mid-morning tea / coffee and a variety of snacks
- Lunch (served from 12h00 - 13h00)
- Mid-afternoon tea / coffee and treats

### HALF DAY CONFERENCE:

Time: 08h00 - 14h00

Fee: R540 per delegate per day  
(VAT Included)

**Includes:**

- Tea / Coffee and arrival snacks
- Mid-morning tea / coffee and a variety of snacks
- Lunch (served from 12h00 - 13h00)

### WORK & PLAY:

Time: 08h00 - 12h00 | Fee: R1000 per delegate per day (VAT Included)

Maximum of 40 people.

Applicable on Mondays & Tuesdays ONLY

**Includes:**

- Tea / Coffee and arrival snacks
- Mid-morning tea / coffee and a variety of snacks
- Lunch (served from 11h45)
- Golf: 18 Holes (12h00)

# 04

## FAST FACTS:

- Standard Equipment
- Flip-chart and pens
- Fixed screen

Conference Extras: The following extras are available at an additional cost:



**Breakaway venues**  
(per breakaway per day)



**3 - 15 delegates**  
R600 (Inclusive of VAT)



**More than 15 delegates**  
R1500 (Inclusive of VAT)

## CONFIRM A BOOKING:

- Completion of the conference booking form.
- Email the form as an attachment to [events@woodhill.co.za](mailto:events@woodhill.co.za)
  - A signature is required on the conference booking form to ensure all information is correct
  - A 50% deposit is required to confirm a conference date
  - The balance should be settled 7 calendar days prior to the date of conference, with proof of payment sent to [events@woodhill.co.za](mailto:events@woodhill.co.za)

BANQUETING TERMS & CONDITIONS

1. A signed quotation is required to convert the inquiry into a provisional booking.
2. All quotations issued will be valid for only 14 days from issue date. We reserve the right to adjustments.
3. To convert the Provisional Booking into a Confirmed Booking, the following documents are to be completed, signed and payments made:
  - a. Completed and signed Contract
  - b. Completed and signed Terms and Conditions
  - c. Completed and signed Banqueting Confirmation Form
  - d. 50% Deposit Payment
4. The 50% deposit must be paid within 7 (seven) calendar days after receipt of the signed quotation.
5. The total number of guests must be confirmed (in writing) at least 14 (fourteen) calendar days prior to the event.
6. The outstanding balance of your account must be paid 7 (seven) calendar days prior to the event.
7. No changes to the signed Banqueting Confirmation form, will be permitted 7 (seven) days prior to the function.
8. No telephonic cancellations and/or alterations will be accepted whatsoever.
9. A complete list with all the Guests' Names and Surnames (ranked in order of importance) will be required prior to the event.
10. Any additional charges are required to be signed off by the duly authorised person on the day of event, where after settlement of the invoice issued will be required 48h after the invoice date.
11. Non-compliance with the above will result in the client being responsible for payment of all costs incurred to recover the debt, including attorney's costs.
12. Please be advised that CANCELLATION fees will be charged as follows:
  - a. 30% of the total confirmed rate if cancelled 14 calendar days prior to the event.
  - b. 50% of the total confirmed rate if cancelled 3 to 10 calendar days prior to the event.
  - c. 100% of the total confirmed rate if cancelled 1 to 2 calendar days prior to the event.
13. PLEASE NOTE: WOODHILL COUNTRY CLUB does not accept any responsibility whatsoever for any loss or damage caused to equipment on the premises.
14. Kindly note that all rooms / venues are NON-SMOKING.
15. No outside catering will be permitted and clients are obliged to use WOODHILL COUNTRY CLUB's catering only, unless permission is given.
16. Any breaches of the aforementioned Terms and Conditions will entitle Management to cancel the event with immediate effect and all costs incurred will remain the responsibility of the Client until paid in full by the Client.
17. WOODHILL COUNTRY CLUB is a licensed premises and no alcohol may be brought onto the premises without prior consent by WOODHILL COUNTRY CLUB.
18. NO ALCOHOL will be served to any persons under the age of 18 and the Client will be held responsible for the supervision of their under-aged guests with regards to the use of alcohol.
19. The Client is responsible for ADULT SUPERVISION of guests during the entire event.

I, \_\_\_\_\_ in my capacity of, \_\_\_\_\_ hereby acknowledge and accept the Terms and Conditions as stipulated above.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signed by a Duly Authorised Person

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signed by Woodhill Representative

\_\_\_\_\_  
Date signed



## CONFERENCE CONFIRMATION

*Client's Accounting / Billing Instruction*

Registered company name					
Physical address					
Postal address					
Contact name					
VAT number					
Landline tel number					
Mobile number					
Fax number					
Email address					
Main signatory / during function					
Deposit	<i>50% Within 72 hours of invoice</i>				
Order number					
Payment details	Credit card		Cash		EFT

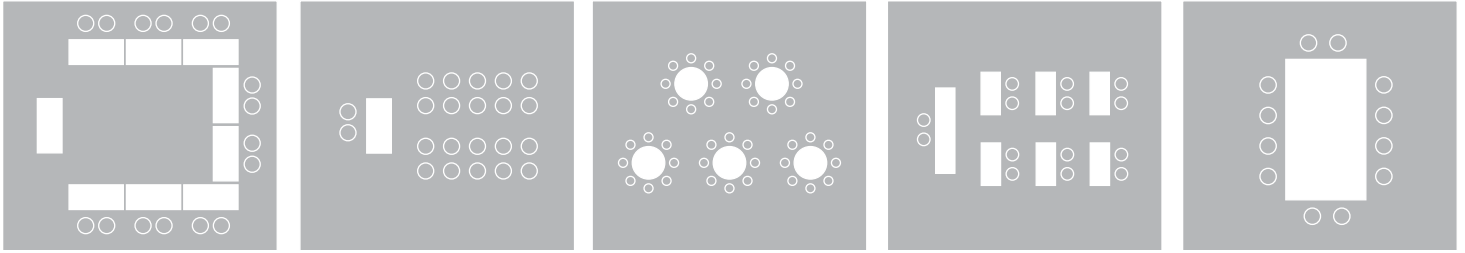
*Conference Details*

Arrival date		Departure date	
Start time		End time	
Contact person on site		Mobile number	
Number of delegates		Province area	

Description	Time	Comments
Time of arrival		
Breakfast		
Tea/coffee/muffins on arrival		
Conference commencement		
Tea/coffee/scones mid-morning		
Lunch		
Tea/coffee biscuits mid-afternoon		
Conference adjournment (end)		
Dinner		
Evening function commencement		
Evening function adjournment		
Departure		

# Conference layout

(please indicate with an x)



# Equipment and Services

(at an additional charge)

Time of registration			
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White-board and pens		Water		Pens	
Small PA system		TV/VCE/CD player		Podium top table	
Medium PA system		Projector		Stage blocks	
Flip-chart and pens		Data projector		Standing microphone	
Printer		Projector stand		Screen	
Headset		VGA cable 15m		VGA splitter	
Cordless microphone		VGA cable 20m			
Writing pads					
Translators (please specify)					
Decor (please specify)					
Other (please specify)					

# Breakaway Rooms

Number of breakaway venues needed	
Number of delegates per room	

# Dietary Requirements

Kosher		Halal		Vegetarian	
Other					

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# Banqueting Confirmation

## Menu

Menu option and description	
Number of guests	
Additional requirements	

## General Details

Client logo	<i>Please add agenda as attachment to email</i>				
Disabled guests	Yes		No		Quantity
Dietary requirements					
Notice / welcome board to read	<i>Please advise our PCO of your requirements</i>				
In case of emergency - client's designated contact					

## Setup Options

Black, white and silver table cloths		Cutlery, crockery and standard glassware	
Standard black banqueting chairs		Kitchen staff	
Mirror as center piece		Bar staff	
Silver candle holder balls		Waiter: 1 per 10 guests	
Additional requirements			

## VIP Delegates

Title	Name	Surname

## Holding Room Required

Number of holding rooms required	
Number of delegates per room	

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# Banqueting Confirmation

## Additional Billing Instructions

(please indicate which services may be included in the account)

Breakfast		Gratuities	
Lunch		Bar account	
Dinner		Photo-copies	
Alcoholic beverages		Printing	
Non-alcoholic beverages			

## Menu

Menu option and description		
Number of guests		
Additional requirement		

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Capacity: \_\_\_\_\_

Date: \_\_\_\_\_



WOODHILL  
*Get in touch*