



# WOODHILL

RESIDENTIAL ESTATE & COUNTRY CLUB



## GOLF DAY BOOKING FORM AND CONTRACT

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





# GOLF DAY BOOKING FORM AND CONTRACT

Name of Golf Day: \_\_\_\_\_

Date of Golf Day: \_\_\_\_\_

Client Name (in full): \_\_\_\_\_

Booking done by: \_\_\_\_\_ on this \_\_\_\_\_ day of 20 \_\_\_\_\_

Number of Players: \_\_\_\_\_

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

Account will be paid by: \_\_\_\_\_

Company Registered Name: \_\_\_\_\_

Company Trading Name: \_\_\_\_\_

Company VAT No.: \_\_\_\_\_

Company Reg. No.: \_\_\_\_\_

(If not a company) Individual ID. No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

Land line: \_\_\_\_\_

In order for you to be able to claim VAT, your VAT No. has to appear on our invoice.



# GOLF DAY – PROGRAMME

Time of Arrival of guests: \_\_\_\_\_

First Tee off Time: \_\_\_\_\_

Time of Speeches / Prize giving: \_\_\_\_\_

Time Starters to be Served: \_\_\_\_\_

Time Main Course to be Served: \_\_\_\_\_

Time Desserts Served: \_\_\_\_\_

## COMPETITION FORMAT

Please select your option:

Budget  Silver   
 Gold  Platinum   
 Winter

\* **Note:** Only one of the above-mentioned options may be selected.

1.	4 Ball Scramble Drive Stableford, - 2 scores to count	5.	American Scramble
2.	4 Ball Alliance – 2 scores to count	6.	Combined Stableford
3.	Better Ball Stableford	7.	Single Stableford
4.	Better Ball Multiple		

NEAREST TO THE PIN				
ALL PLAYERS	#2	#7	#12	#16
MEN	#2	#7	#12	#16
LADIES	#2	#7	#12	#16

LONGEST DRIVE				
ALL PLAYERS	#3	#5	#11	#18
MEN	#3	#5	#11	#18
LADIES	#3	#5	#11	#18

Nearest to the pin and longest drive: We prepare and place markers on the specified holes.



## SCORING

Would you like Woodhill to do the scoring for your event?  Yes  No

If yes, how many places will you be awarding? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SET UP

What time will your group be arriving at the golf course? \_\_\_\_\_

Will your group be arriving:

Together  Individually

	Yes	No	Amount
Will you need registration tabels?			
Will you need any other tables?			
Will you be selling raffle tickets (own card machine required)?			N/A
Will you need your own card machine?			
Will you have banners or signs?			

## GOLF CARTS

Will your group require golf carts:

Yes  No  WCC x 30

Additional Qty \_\_\_\_\_

Thirty x 2-seater carts are available for hire. If additional carts are required, it will be sourced from an external supplier. Price for additional carts to be quoted and confirmed by supplier.

Will payment for golf carts be for Main Account  or Players Account

Course will be marked prepared / according to pin rotation sheet.



## BRANDING AND SPONSORS

Woodhill takes all branding to designated holes. Organiser to deliver branding etc. to the Pro Shop no later than 48 hours prior to the golf day. Banners and bags must be clearly marked with the company name and contact number of the sponsor and to which hole they are to be allocated to. Please provide your own rope and spikes for banners. Banners remain the Organiser [Client's] responsibility for collection within 24 hours after the golf day. Although we endeavour to take the utmost care at all times, we cannot accept any liability for damage or loss of banners and equipment. Woodhill supplies 1 table and 2 chairs to a maximum of 5 water holes. Additional tables and chairs will be for the client and / or sponsor's own account. Ice is available on request. Woodhill will assist with any additional arrangements and invoice accordingly. The Club reserves the right to restrict banners that are potentially offensive or deemed to be in direct competition to Woodhill. Please supply list of all sponsors two weeks prior to your event for approval purposes.

## FOOD AND BEVERAGE

We have the ability to accommodate different food requests including Kosher and Halaal at a surcharge. Please indicate which of the following you require:

Arrival Tea and Coffee:  Yes  No PAX \_\_\_\_\_  
Arrival Snacks:  Yes  No PAX \_\_\_\_\_  
HWH Meal:  Yes  No PAX \_\_\_\_\_

## DINNER MEAL

Pre Dinner Canapés:  Yes  No PAX \_\_\_\_\_  
Prize Giving Dinner:  Yes  No PAX \_\_\_\_\_

SEE MENU OPTIONS ATTACHED

## DIETARY REQUIREMENTS

Dietary requirements

Halaal  PAX \_\_\_\_\_

Kosher  PAX \_\_\_\_\_

Vegetarian  PAX \_\_\_\_\_

Other: \_\_\_\_\_

## BAR REQUIREMENTS

Cash bar       Limited Bar       Full Bar

Bar Limit: R \_\_\_\_\_

### OTHER SPECIAL BAR REQUIREMENTS

An extensive wine list is offered and all beverages are available from the club in the form of cash, limited or full bar. Corkage on wine is charged.

Please note that Woodhill is a cashless environment.

### STAFF & SERVICE CHARGES

Waiters & barmen required @ R425 each

1 x Waiter per 10 pax

1 x Barman per 50 pax

## PRIZE GIVING SETUP

- Pre-set seating plan
- Number of guests per table       8       10       12
- Number of prize giving tables
- Roving Microphone
- Television for projecting
- Sound & Technical Support (Outsourced fee based on requirements)

Standard Décor included in your Golf Day fee: Tables & napkins/serviettes (Black & White), Stainless steel polished cutlery, chair covers, plain white crockery.

Glassware (Red/White/Champagne flute).

Additional décor will be provided by client.       Yes       No

## INCLEMENT WEATHER, PROCEDURES FOR BAD WEATHER AND SUSPENSIONS OF PLAY

Once the golf day has commenced and play has begun, Woodhill will as far as possible try and get a result even if it is over 9 holes. A suspension of play for a dangerous situation (immediate stop) will be resignalled by one prolonged note of the siren. All other suspensions (normal stop) will be signalled by three consecutive blasts of the siren. In either case resumption of play will be signalled by two short blasts of the siren. See Rule 5.7b.

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

Please sign and return to:

Tel: 012 998 0011 or by mail: [events@woodhill.co.za](mailto:events@woodhill.co.za)



## BRANDING AND SPONSORS

**2 x Wet Holes included, client to pay for additional Wet Holes (R500 corkage per hole).**

**Larger Scale Branding - i.e cars & tents: 2, 11 and 15 chipping green.**

- Woodhill will set up the course with the Sponsors branded banners on the morning of your golf day.
- Organiser / Sponsor to deliver banners / branding no later than 48 hours prior, at the Pro Shop.
- Should branding not be submitted on time, Woodhill staff will assist when possible and available on the day.
- Banners are limited to 6 per hole, with the exception of the main sponsor.
- Banners and bags must be clearly marked with name and contact number of the sponsor and to which holes they are to be allocated to.
- Please provide your own rope and / or spikes for banners.
- Should any branding be unstable or not be wind resistant, Woodhill reserves the right to not erect the banners or gazebos.
- Banners remain the hole sponsor's responsibility - for breakdown and to take with on departure, or for collection within 24 hours after the golf day. Although we endeavor to take the utmost care at all times, we cannot accept any liability for damage or loss of banners and equipment.
- All Food & Beverages that have been ordered from the Food & Beverage entity prior to the golf day must be settled in full, one week prior to the golf day and no refunds or return of stock will be accepted after this time.
- Ice & Ice boxes are to be supplied by the sponsors. Ice available on request - to be ordered 1 week in advance.
- Outside Food & Beverage suppliers are to make use of the main gate entrance and are to proceed directly to the allocated hole where they have to be received by the person manning the hole (representative of the company sponsoring the hole).
- Gazebos, large items, large structures and furniture items must be erected between 17h00 and 19h00 the day prior, but only if arrangements have been made with Woodhill. Hole sponsors must make use of the golfers entrance at the Clubhouse and need to proceed directly to their respective holes allocated in this case.
- The Club reserves the right to restrict banners that are potentially offensive or deemed to be in direct competition to Woodhill or its partner companies.
- Please supply list of all sponsors, holes and requirements two weeks prior to your event for approval purposes.
- Couriered items will not be received by Woodhill if items sent are not visibly marked with sponsor details. Woodhill will not accept any responsibility for any loss or damage to such items.
- It is the responsibility of the sponsor to be present should branding items be couriered from the premises and to liaise directly with the courier company for collection whilst still on the premises.



# HOLE SPONSOR

COMPANY GOLF DAY: \_\_\_\_\_

DATE: \_\_\_\_\_

SPONSOR & CONTACT DETAILS	HOLE	NUMBER OF BANNERS	TYPE OF BANNERS	TABLE & CHAIRS	RECEIVED

INITIALS AND SURNAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_





# STANDARD TERMS & CONDITIONS

**Shotgun-start:** Timeslots for a shotgun-start is 10AM in the winter season (May-August) and 11AM in summer. This will be applicable for a maximum number of 144 players.

**Staggered-start:** Utilising both the first and tenth tee boxes, the golfers will tee-off in intervals of 8 minutes.

## Please note the following:

- Your golf day is only confirmed on receipt of a signed contract and when a non-refundable deposit has been received.
- To secure your booking (unless a pre-paid deposit payment has already been made), a non-refundable deposit of R20,000 is required for green fees and carts, and a R 10,000 (if applicable) is required for the catering applicable to your golf day.
- 7 (Seven) working days before your golf day, you will be invoiced for all items stated on the function sheet. Full payment is required before the event commences. The event will not commence prior full payment is received.

## Booking Policy

Final golf and catering numbers to be confirmed in writing 7 (seven) working days prior to the function.

Food & Beverage prices are subject to variation without notice.

No changes to existing bookings were permitted less than 5 (five) working days prior to the event.

No telephonic cancellations and / or alterations will be accepted whatsoever.

Non-compliance with the above will result in the client being responsible for payment of all costs incurred to recover the debt, including attorneys' costs.

## Cancellation Policy

Cancellation of your golf day to be made in writing to the Golf Director.

100% refund for 3 months' notice. For less than 3 months' notice, a 25% refund of the estimated total of your golf day is payable. No refund provided if less than 14 working days' notice is provided.

## Public Holidays

A 15% surcharge will apply to functions held on Public Holidays and Sundays.

## Wet Weather Policy

Should the golf course be deemed unplayable on the day of your event, your deposit may be held for a further event to be held within 6 (six) months of your original booking.

## Beverage Licenses

Due to licensing laws, we are unable to permit any additional alcoholic beverages being brought onto the premises for private consumption, over and above the two holes allowed by Woodhill. Only a further two holes are permitted to supply alcohol and this stock must be purchased through Woodhill or its catering partners. Any alcohol supplied must be kept to one of the following holes: #2, #4 (by the Green), #7, #12 or #15, as specified in our license.

Sponsors of watering holes and the organiser of the event must acknowledge understanding of these rules with Woodhill and their catering partners before the event takes place. Please ensure that you include refreshments for the caddies (35 in total) when making your water hole arrangements at least 7 (seven) working days prior to the event.

No caddies will be allowed alcoholic beverages. Woodhill Country Club kindly requests that you adhere to the above as to avoid embarrassment to clients and guests.

### **Non-Alcoholic Beverages**

All sponsored holes are welcome to serve non-alcoholic drinks if purchased through Woodhill. Alternatively, a R500.00 corkage fee will be charged per hole for sponsors bringing in their non-alcoholic beverages from outside suppliers.

### **Alcohol Services**

Under the Liquor Act alcoholic beverages cannot be served to intoxicated persons. This requirement will be taken into consideration when determining the clients request for serving alcohol.

### **Duration of Function**

The bar operating hours are from 10h00 to 22h00 in accordance with the liquor license. All facilities close at 23h00.

### **Noise Restriction & Sound System**

Unreasonable loud noise and / or activity in the Premises that might disturb the right, comforts, and convenience of any other person and / or tenant and resident within Woodhill, is prohibited. Woodhill to manage all sound equipment. Damage and / or the misuse of any of the sound equipment will be for the customer's account.

### **Non-Smoking**

Smoking is allowed in those areas specifically designated as a "Smoking Area."

### **Food & Beverage**

Woodhill requires confirmation of final arrangements of menus and beverages including all vegetarian and / or other dietary requirements, 7 (seven) working days prior to your function. Whilst we make every effort to comply with clients' requests, Woodhill will not be held responsible for any adverse reactions to our food by any guest. It is the organisers responsibility to ensure that their sponsors are aware that all drinks orders for the sponsored holes need to be placed with the caterers, 7 (seven) working days prior to their golf day.

### **Golf Course Rules**

The organiser will conduct their corporate golf day event in an orderly manner as to uphold the image and integrity of Woodhill.

### **Caddies and Carts**

Confirmation on the number of caddies and carts required must be submitted in writing via e-mail, to the Golf Coordinator, 15 (fifteen) calendar days prior to the event.

The payment of caddies is the responsibility of the client who needs to make the necessary arrangements to pay on the day of the event (this item is not included as part of your account).



### **Cleaning**

General cleaning is included as part of the function quotation / cost. The organiser may incur additional charges in the instance where an event has updated cleaning requirements considered in the opinion of management, over or above normal cleaning requirements.

### **Room Hire**

Room hire applies to all our private function rooms. Included in your room hire is the cost of staffing, room set up, white and black linen, tablecloths, and serviettes as well as the service equipment needed to provide your choice of food and beverage. Apart from your function room, any further use of a room will result in additional charges.

### **Golf Days**

All Golf Days will receive a fixed administration fee of R3700.00. This confirms that WCC will be responsible for banner setup, golf cart key handling, scoring and course setup on the day.

### **Extras**

Any additional extras, photography, décor, vehicle hire, service providers, etc. is payable directly by the Client.

### **Shotgun Start**

Should you require a shotgun-start, at least 3 (three) weeks' notice is required in writing by the Client. Timeslots for a shotgun-start is 10AM in the winter season (May-August) and 11AM in summer. This will be applicable for a total number of 128 players, with a maximum number of 144 players.

### **Branding**

All gazebos, banners and branding material must be collected within 24 hours after the Golf Day. Woodhill does not accept any liability whatsoever.

### **Inclement Weather**

The course is situated in a high lightning risk area and all golfers and guests enter the golf course and surrounding areas at their own risk. Lightning struck is seen as an act of God, therefore Woodhill CC / PJM Management (Pty) Ltd carry no liability in such an instance. Management accepts no responsibility for any injury or loss of any nature due to a lightning strike.

### **Security**

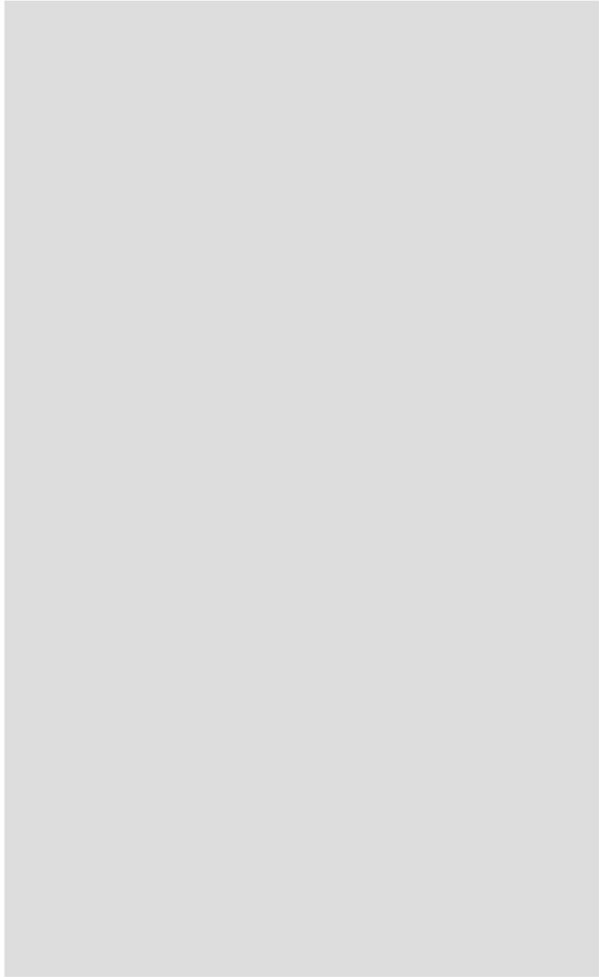
Certain functions may require security personnel to be in attendance. Management reserves the right to apply this condition if seen fit. The cost of security personnel will be the responsibility of the organiser. Organisers are responsible for providing (at least 24 hours prior to golf day) a name list of all golfers attending to Woodhill management as to ensure access control protocols at the entrance gates are adhered to and to limit delays with visitors' golfers attending. Right of admission to Woodhill Golf Estate is reserved and Security reserves the right to deny access should the visitor or golfer not be in possession of a valid identification and driver's license.

### **Liability Disclaimer**

Right of admission to Woodhill Residential Estate and Country Club is reserved. The client accepts liability for, and shall be responsible for any damage caused to any part of Woodhill Residential Estate and Country Club premises, golf course, golf carts and hired equipment, caused by the Client and / or any of the Client's guests and / or employees, whether or not such damage or loss is caused by any act, default, omission or neglect of the Client, guests and / or employees. Such costs shall be paid by the Client, to Woodhill Residential Estate and Country Club, based on proper written proof of the damage or loss. Should repairs be necessary, these must be completed within one day after the end of the Event by the Client. Failure to affect such repairs may result in the damage being repaired by the Estate, for the Client's account. Repairs impacting on the availability of the venue may result in additional charges to the Client.

We would like to thank you for booking your Golf Day at Woodhill Country Club





# Get in touch

☎ 012 998 0011 ✉ [events@woodhill.co.za](mailto:events@woodhill.co.za) 🖱 [www.woodhill.co.za](http://www.woodhill.co.za)

