



# WOODHILL

RESIDENTIAL ESTATE & COUNTRY CLUB



*Banqueting at  
Woodhill Country Club*



## 01

## BANQUETING AT WOODHILL COUNTRY CLUB

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

Planning a banqueting event, 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, both indoor and outdoor, our team can bring your perfect event to life. We offer a selection of delicious menus and packages to cater for all budgets and event types - whether it be a formal gala dinner or an intimate cocktail event. We at Woodhill Country Club, can further ensure the planning and execution of your event is a pleasant experience as we offer various packages designed to provide guests with an all-in-one eventing 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 banqueting 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 packages
- Various Venues
- To secure your booking please complete, sign and return the following:
  - Terms and Conditions
  - Confirmation of Banqueting Form



### Kindly note:

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

## 03

## FAST FACTS:

The Clubhouse at Woodhill Country Club is nestled in a natural setting with a stunning view of the Golf Course. Our beautifully presented gardens are the perfect setting for photographs. We offer a fully licensed bar.

Our Banquet facilities can accommodate up to 180 guests for any of the following occasions:

- Engagement Parties • Bachelor and Bachelorette Parties • Bridal Showers • Weddings • Anniversaries
- Stork Teas • Christenings • Birthday Parties • Kiddies Parties • Family Reunions • Memorial Services
- Cocktail Parties • Wine Tastings • Corporate Events

## 04

## WHAT WE HAVE TO OFFER:



BIRDIE &amp; EAGLE

**R6 500.00**

ALBATROSS

**R11 000.00**

BOGEY ROOM

**R4 500.00**BISTRO @  
FEVER TREE**R9 900.00**

*To be included in venue hire:* • Projector • PA System  
*Service fee per guest:* R70.00

	BOARDROOM	CLASSROOM	U-SHAPE	CINEMA	ROUND TABLES	SQUARE TABLES
	PAX	PAX	PAX	PAX	PAX	PAX
Birdie	16	12	12	20	n/a	n/a
Eagle	16	12	12	20	n/a	n/a
Beagle	24	24	20	50	n/a	n/a
Bogey	12	18	15	20	n/a	n/a
Albatross	n/a	75	75	250	150	180

## ADDITIONAL INFORMATION:

- Homeowners pay only R70.00 service fee per person and no venue hire for private family functions **(limited to one function per year)**  
Bistro @ Fever Tree is excluded from the above
- The service fee of R70.00 per person includes:
  - Black or white table cloths, banqueting chairs and/or napkins
  - Cutlery, crockery and glassware
- **When a Homeowner utilises the venue in a business capacity, normal venue hire will apply**
- Any extra décor, flowers and waiters will be charged additionally
- Waiters: R465.00 per waiter (we recommend 1 waiter for every 10 guests)



## CONFIRM A BOOKING:

- Completion of the banqueting booking form
- Email the form as an attachment to [events@woodhill.co.za](mailto:events@woodhill.co.za) and [functions@woodhill.co.za](mailto:functions@woodhill.co.za)
- A **signature** is required on the banqueting booking form to ensure all information is correct
- **A 50% deposit is required to confirm a function date**
- **The balance should be settled 7 calendar days prior to the date of function, with proof of payment sent to [events@woodhill.co.za](mailto:events@woodhill.co.za) and [functions@woodhill.co.za](mailto:functions@woodhill.co.za)**
- Payment reference: name & date of function  
e.g: wedding 01/08/25

## *Banking details*

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

Branch: Pretoria CBD Business Banking  
Branch code: 198765  
Account number: 1172586675 Initial: \_\_\_\_\_

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 14 days from issue date.
- 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.
- 145. 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 underaged guests with regards to the use of alcohol.
- 19. The Client is responsible for ADULT SUPERVISION of guests during the entire event.
- 20. No bands / events will be permitted to play loud music / entertainment at the clubhouse.
- 21. Noise that disturbs residents is considered unacceptable.
- 22. Noise levels should be confined to the clubhouse only.

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

06

## BANQUETING CONFIRMATION

*Function Details**(please indicate where applicable)*

Name of function:				
Date/s:				
Contact person at function:				
Number of guests:				
Agenda:	<i>Please add agenda as attachment to email</i>			
Day visitor / Guest speaker				
Registration table		Yes		No
Seating style	<i>Please advise our PCO of your requirements</i>			
Top Table		Yes		No

*Venue Choice*

Albatross Room	
Bogey Room	
Birdie Room	
Eagle Room	
Beagle (Birdie & Eagle) Room	
BISTRO @ FEVERTREE	

*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 (Halaal / Vegan / Vegetarian / Allergies)				
Notice / welcome board to read	<i>Please advise our PCO of your requirements</i>			
In case of emergency - client's designated contact				

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 BANQUETING CONFIRMATION

### Setup Options

Black / White table cloths		Cutlery, crockery and standard glassware	
Black / White chair covers		Kitchen staff (2 required) / R465 pp	
Mirror as center piece		Bar staff (2 required) / R465 pp	
Black / White napkins		Waiter (1 per 10 guests required) / R465 pp	
Red carpet		Cordless microphone	
Projector screen		Stage - 2m	
Projector			

### Additional Requirements

Overlay / runners		Specify colour		
Tablecloths (white & black)		Specify colour		
Chair covers (white & black)		Specify colour		
Napkins		Linen		Paper
Underplates		Specify colour		
Table decor		VGA cable		
DJ / band		VGA splitter		
Flower arrangement		Small sound system		
Draping		Medium sound system		
Dance floor				

The above are at an additional cost.

### Please Confirm

Woodhill homeowner		Stand number	
Tenant		Stand number	
Corporate member		Company name	
Golf member		Member number	
Private company		Company name	

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## *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>					
Payment Reference						
Payment details	Credit card		Cash		EFT	
Accounting instructions						
Bar account	Yes		No		Limit	

# WOODHILL

RESIDENTIAL ESTATE & COUNTRY CLUB

Initial: \_\_\_\_\_



# Confirmation

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

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

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

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



## Get in touch

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

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