



WOODHILL

RESIDENTIAL ESTATE & COUNTRY CLUB



*Conferencing at
Woodhill Country Club*



CONFERRING 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.



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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



CONFERRING 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 in venue)
- Mid-afternoon tea / coffee and treats
- 2 x 500ml still water
- 1 x Soft Drink
- 1 x Waiter per 20 PAX @ R465

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 in venue)
- 1 x 500ml still water
- 1 x Soft Drink
- 1 x Waiter per 20 PAX @ R465

WORK & PLAY:

Time: 08h00 - 12h00 | Fee: R1100 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 in venue)
- Golf: 18 Holes (12h00)
- 2 x 500ml still water
- 1 x Soft Drink
- 1 x Waiter per 20 PAX @ R465

	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

	RESTAURANT	LONG TABLES	ROUND TABLES
BISTRO@FEVERTREE	50 PAX	50 PAX	70 PAX

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FAST FACTS:

- Standard Equipment • Flip-chart and pens • Fixed screen • PA system • Data projector
- Conference Extras: The following extras are available at an additional cost:



Break Away Room



3 - 15 delegates
R850 (Inclusive of VAT)



More than 15 delegates
R1700 (Inclusive of VAT)

CONFIRM A BOOKING:

- Completion of the conference booking form. • Email the form as an attachment to events@woodhill.co.za & functions@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 & functions@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 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 total number of guests must be confirmed (in writing) 14 (fourteen) calendar days prior to the event.
5. The outstanding balance of your account must be paid 7 (seven) calendar days prior to the event.
6. No changes to the signed Banqueting Confirmation form, will be permitted 7 (seven) days prior to the function.
7. No telephonic cancellations and/or alterations will be accepted whatsoever.
8. A complete list with all the Guests' Names and Surnames will be required prior to the event.
9. Any additional charges are required to be signed off by the duly authorised person on the day of event, whereafter settlement of the invoice issued will be required 48h after the invoice date.
10. 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.
11. 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 7 calendar days prior to the event.
 - c.** 100% of the total confirmed rate if cancelled 1 to 2 calendar days prior to the event.
12. PLEASE NOTE: WOODHILL COUNTRY CLUB does not accept any responsibility whatsoever for any loss or damage caused to equipment on the premises.
13. Kindly note that all rooms / venues are NON-SMOKING.
14. No outside catering will be permitted and clients are obliged to use WOODHILL COUNTRY CLUB's catering only, unless permission is given.
15. 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.
16. WOODHILL COUNTRY CLUB is a licensed premises and no alcohol may be brought onto the premises without prior consent by WOODHILL COUNTRY CLUB.
17. 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.
18. 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	50% To confirm booking				
Order / Ref number					
Payment details	Credit card		Cash		EFT

Conference Details

Function Type	Full Day <input type="checkbox"/>	Half Day <input type="checkbox"/>	Work / Play <input type="checkbox"/>
Arrival date		Departure date	
Start time		End time	
Contact person on site		Mobile number	
Number of delegates			

Description	Time	Menu Option
Time of arrival		
Breakfast		
Tea/coffee on arrival		
Conference commencement		
Tea/coffee/scones mid-morning		
Lunch		
Tea/coffee biscuits mid-afternoon		
Conference adjournment (end)		

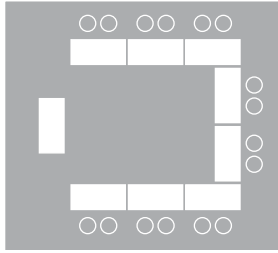
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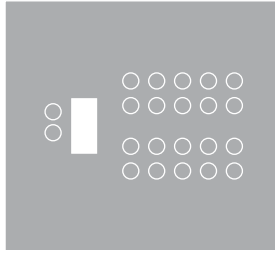
Conference layout

(please indicate with an x)

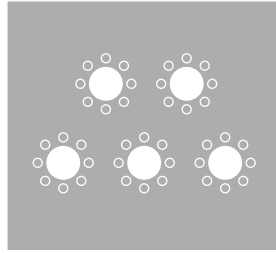
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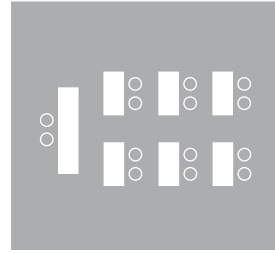
U - Shape



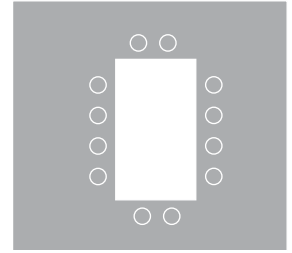
Cinema



Round



Classroom



Boardroom



Equipment and Services

(at an additional charge)

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

Breakaway Rooms

Number of breakaway venues needed	
Number of delegates per room	

Dietary Requirements

(at an additional charge)

Kosher		Halal		Vegetarian	
Other (allergies etc)					

To be confirmed 2 weeks prior to conference

Banqueting Confirmation

Initial: _____

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					

VIP Delegates

Title	Name	Surname

Holding Room Required

Number of holding rooms required	
Number of delegates per room	

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 quests		
Additional requirement		

Confirmation

Approved by: _____

Signature: _____

Capacity: _____

Date: _____



Get in touch

☎ 012 998 0011 ✉ events@woodhill.co.za / functions@woodhill.co.za 🌐 www.woodhill.co.za

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