



WOODHILL

RESIDENTIAL ESTATE & COUNTRY CLUB

GOLF DAY BOOKING FORM AND CONTRACT 2026 to 2027



Initial _____

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 _____ 2026

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: _____

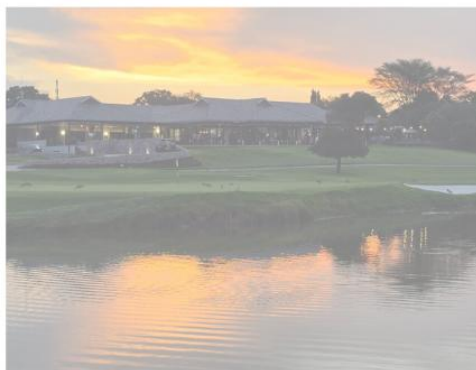
Postal Address: _____

Cell: _____

Land line: _____

Email: _____

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



Initial _____

GOLF DAY – PROGRAMME

Time of Arrival of players: _____

First Tee off Time: _____

Time of Speeches / Prize Giving: _____

Time Starters to be Served: _____

Time Main Couse to be Served: _____

Time Desserts to be Served: _____

Adjournebt of Function: _____

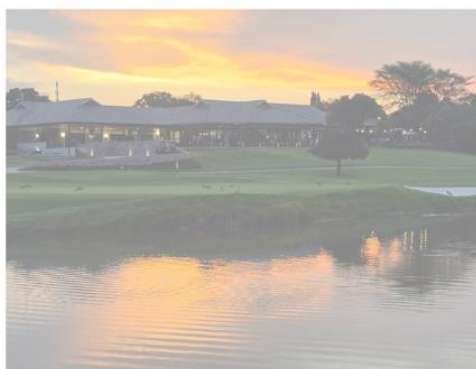
COMPETITION FORMAT

Please select your option:

Silver	☐	Platinum	☐
Gold	☐	Corporate Member	☐
Winter	☐		

*** Note:** Only one of the above-mentioned options must 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				



Initial ____

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.
 Handicap Men ☐ Handicap Ladies ☐ Hole-In-One ☐ ☐ ☐

SCORING

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

TOP 10 ☐ 20 ☐ ALL ☐
 NTP ☐
 LD ☐
 Longest Day ☐

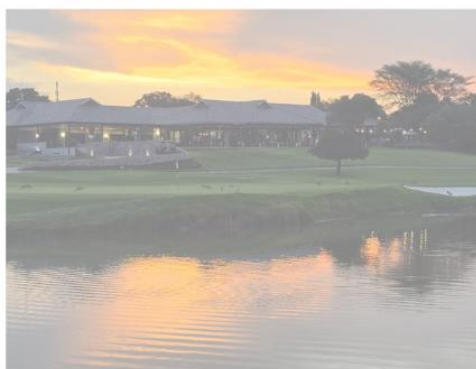
SET UP

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 – if yes, where?			
Will you have banners or signs?			



Initial ____

GOLF CARTS

Thirty x 2-seater carts are available for hire. If additional carts are required, it will be your responsibility to source the extra golf carts from an external supplier. Price for additional carts to be quoted and confirmed by supplier. 10% handling fee will be added if Woodhill arranges carts. Additional carts remain the responsibility of the organiser.

Will your group require golf carts:

Yes ☐ No ☐ WCC x 30 ☐

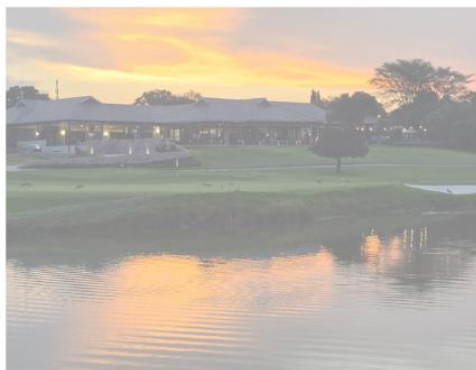
Additional Qty _____

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 to the Pro Shop or our caddy master, no later than 16h00 the day 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. Ice is available on request and can be ordered from the Food and Beverage department for R18 per 2kg bag. Orders must be placed in advance. 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.



Initial _____

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 _____ OPTION _____

Arrival Snacks: ☐ Yes ☐ No PAX _____ OPTION _____

HWH Meal: ☐ Yes ☐ No PAX _____ OPTION _____

DINNER MEAL

Pre Dinner Canapés: : ☐ Yes ☐ No PAX _____ OPTION _____

Prize Giving Dinner: : ☐ Yes ☐ No PAX _____ OPTION _____

SEE MENU OPTIONS ATTACHED

DIETARY REQUIREMENTS

Dietary requirements

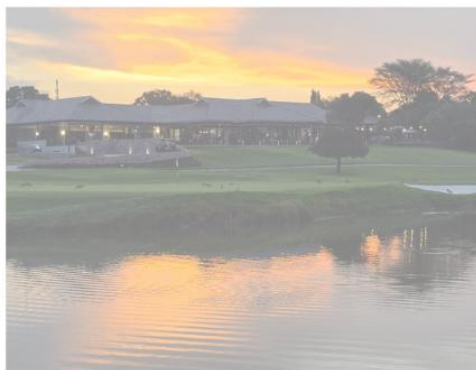
(It is the organiser's responsibility to provide final numbers two weeks in advance of the event)

Halaal ☐ PAX _____

Vegetarian ☐ PAX _____

Other: _____

Please be advised that no outside food is allowed unless authorised by Woodhill Country Club.



Initial _____

BAR REQUIREMENTS

☐ Cash bar ☐ Limited Bar ☐ Full Bar Bar Tab Amount: _____

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.

Please note that Woodhill is a **cashless environment**.

STAFF & SERVICE CHARGES

Waiters & barmen required @ R485 each

1 x Waiter per 10 pax

1 x Barman per 50 pax

PRIZE GIVING SETUP

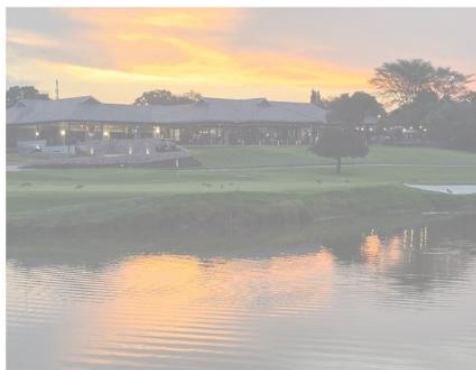
- | | | |
|---|---------------------------------|---|
| ☐ Pre-set seating plan | Square ☐ | Round ☐ |
| Napkins | Black ☐ | White ☐ |
| Tablecloths | Black ☐ | White ☐ |
| Chaircovers | Black ☐ | White ☐ |
| ☐ Number of guests per table | ☐ 8 | ☐ 10 ☐ 12 |
| ☐ Prize giving tables: Number of tables required: _____ | | |
| ☐ Roving Microphone | | |
| ☐ 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). Red ☐ White ☐ Flute ☐

Additional décor will be provided by client. ☐ Yes ☐ No

Albatross facility can cater for 180 PAX.



Initial _____

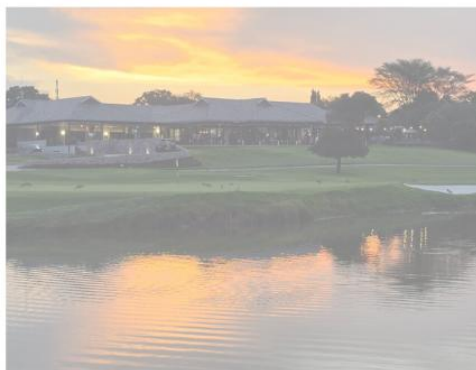
INCLEMENT WEATHER, PROCEDURES FOR BAD WEATHER AND SUSPENSIONS OF PLAY

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 signalled 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: _____

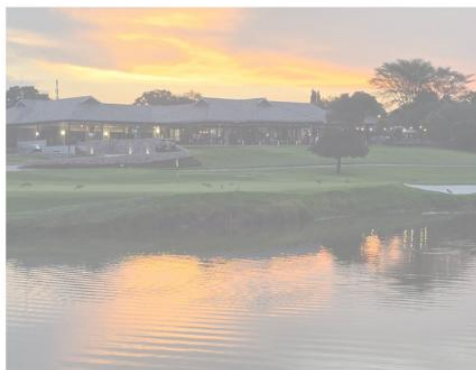
Please sign and return to: events@woodhill.co.za & functions@woodhill.co.za



BRANDING AND SPONSORS

2 x Wet Holes included, client to pay for additional Wet Holes (R550 corkage per hole).

- Woodhill will set up the course with the Sponsors branded banners on the morning of your golf day.
- Organiser to deliver branding etc. to the Pro Shop or our caddy master, no later than 16h00 the day prior to the golf day.
- 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.
- 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.

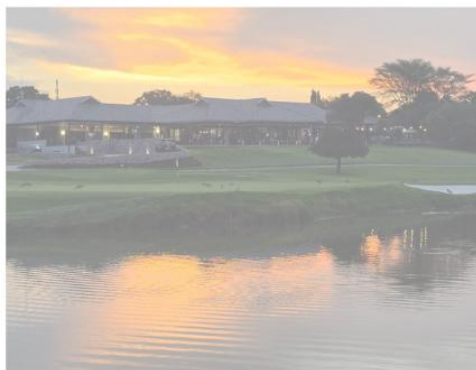


Initial ____

- 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.

Car Access:

- 2nd Hole behind tee box
- 4th Hole behind green
- 11th Hole next to tee box
- 12th Hole next to tee box
- 15th Hole next to tee box



Initial _____

HOLE SPONSOR

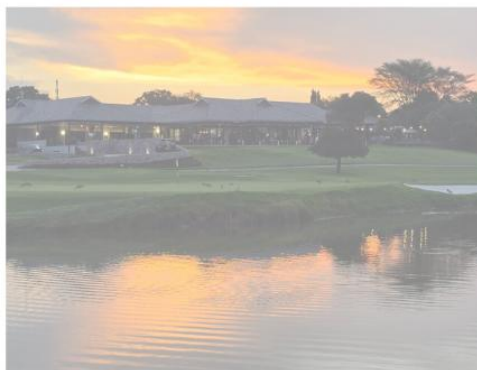
COMPANY GOLF DAY: _____ DATE: _____

SPONSOR & CONTACT DETAILS	HOLE	NUMBER OF BANNERS	TYPE OF BANNERS	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.
- In order to secure your booking, a deposit of 50% is required for your golf day.
- The balance of the quote is to be paid in full 7 (seven) working days before the event.
The event will not commence if full payment is not received.

Booking Policy

Final golf and catering numbers to be confirmed in writing 14 (fourteen) working days prior to the function.

Food & Beverage prices are subject to variation without notice.

No changes to existing bookings are 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 Woodhill Country Club Management team.

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.



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.

Non-Alcoholic Beverages

All sponsored holes are welcome to serve non-alcoholic drinks if purchased through Woodhill. Alternatively, a R550.00 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

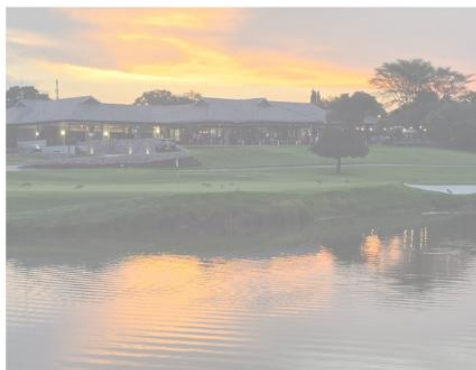
Unreasonable loud noise and / or activity in the Premises that might disturb the right, comforts, and convenience of any other person and / or tenant and resident within Woodhill, is prohibited. Woodhill to manage all sound equipment. Damage and / or the misuse of any of the sound equipment will be for 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, 14 (fourteen) 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.

Golf Days

All Golf Days will receive a fixed administration fee of R4225.00. This confirms that WCC will be responsible for banner setup, golf cart key handling, scoring and course setup on the day.

Driving range: Golf Day warm up option available.

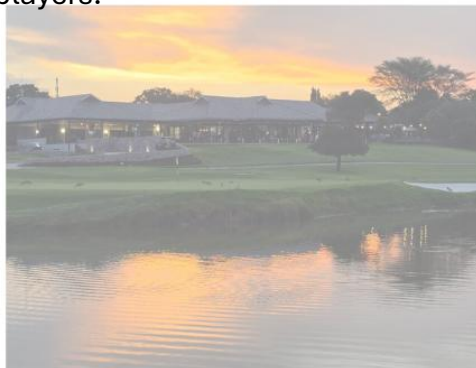
- Gold package: R4500.00
- Silver package: R3000.00
- Platinum package: Free

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

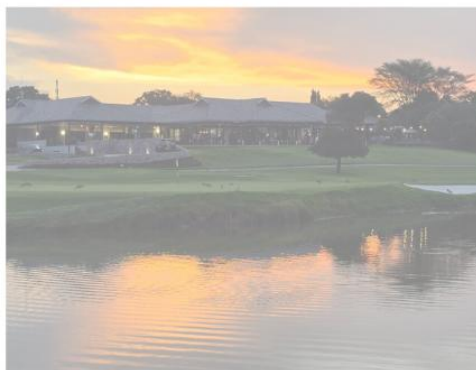
The course is situated in a high lightning risk area and all golfers and guests enter the golf course and surrounding areas at their own risk. Lightning struck is seen as an act of God, therefore Woodhill CC / PJM Management (Pty) Ltd carry no liability in such an instance. Management accepts no responsibility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

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

Approved by: _____ Signature: _____

Capacity: _____ Date: _____

Contact Us

+27 (012) 998 0011

mm@woodhill.co.za



@clubwoodhill

