



2018 – Corporate Golf Day Information Sheet

Thank you for your valued enquiry and consideration to host your golf day at Centurion Country Club.

Should you wish to make a booking with us, please read and complete all the information below and return to us as soon as possible in order to secure your booking.



CONTACT DETAILS:

Events Manager: Nicola van Heerden
Contact number: 012 665 9601 or 082 775 3799
Email: Nicola@centurioncountryclub.co.za
Website: www.centuriongolfestate.co.za

INFORMATION ABOUT THE CLUB AND COURSE

Peter Matkovich designed Centurion Country Club Golf Course was opened in 1995. He was responsible for the construction of the golf course. The course has three unique features in that we have waste desert section, parkland sections and then we have numerous holes surrounded by water and 44 bunkers in total. All in all the golf course has 10 holes where the Hennops River and Lakes come into play. The course is still relatively easy to play for the straight hitters.

The rough and fairways are planted with Kikuyu grass while the greens are bent grass.

The total measurement off the men's club markers is 6373m and 5313m for the ladies. Senior tees are also available.

The club offers a driving range, chipping green and a large putting green for visitors and members to make use of.

Our facilities are of the highest standard with a stylish, fully stocked Pro Shop boasting top brand names and well-informed friendly staff. The Pro Shop also incorporates a club fitment centre and you can also find a golf teaching academy on our premises.

The attractive clubhouse boasts a bar area for residents, members and visitors to make use of and has a number of different function venues available that vary in size. We offer a highly professional in-house Food & Beverage Team with years of experience and a winning formula of excellent, quality food, great service and dedicated staff. Whether you seek a scrumptious breakfast or lunch at the halfway house, an afternoon cup of tea and scone or cooling refreshment after a round, Centurion Country Club offers all of this and more.

A specialist golf coordinations team ensures that the golfer's every need is correctly catered for whether it is for a big corporate golf day or just for the individual golfer.

The Club furthermore offers state of the art conference facilities in a private serene environment accommodating up to a maximum of 120 delegates with various packages on offer.

WHEN BOOKING A GOLF DAY, PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

BOOKING AND CANCELLATION POLICY

- Your golf day **will only be confirmed and reserved for 7 days** once we have received a completed booking sheet.
- The deposit of **R16 000.00 (sixteen thousand rand)** must be deposited into our account **within 7 days**. If the deposit is not received the date will AUTOMATICALLY be CANCELLED without any further communication. This is a holding deposit and will be deducted off your final account.

- No deposit refunds will be given for cancelled golf days that were booked in May, August, September, October and November. Full deposit will be returned if cancellation is done **60 days** in advance for other calendar months. Should a golf day need to be rescheduled or postponed and notice is given in less than 60 days, the deposit will be forfeited and a new deposit will be required for rescheduling of the golf day.
- During the month of August, September, October and November, Corporate Golf day bookings have to be a minimum of 80 players for the weekdays.
- Bookings for Sunday afternoons - discounted rates are only offered to 12 or more players.
- Shot-gun starts carry an extra charge to block off morning field times and you will be billed for a full field of 120 players. Please refer to our Function sheet for these costs.
- Only written cancellations/alterations will be accepted.
- Our banking details: First National Bank, Centurion (261-550) Account Number: 6201-3526-209 Account Name: Centurion Country Club
- All prices are inclusive of 15% VAT and subject to change.

CATERING

- Centurion Country Club is fully licensed and has the sole rights for Food & Beverage on the course and in the clubhouse. If you bring drinks or snacks in from outside, a **corkage fee of R320.00 per hole will be charged and we recommend a maximum of 4 alcoholic watering holes** (subject to change and only allowed on the golf course, not clubhouse). If more watering holes are required, please discuss with the Events Manager. Only dry snacks allowed on the course. Please note that you must provide your own tables, table cloths, chairs, umbrellas, cooler boxes, ice and snack bowls etc. **Please inform your sponsors of the code for the toilets on course C16XYZ. The corkage is allowed as an exception for golf days and it is expected that the Club's Halfway house is fully supported as the Club's kitchen will be preparing food for all golfers and guests.**
- **Dietary Requirements:** Strictly Halaal and Kosher meals can be ordered from our external suppliers. Please advise special requirements at least 72 hours in advance.
- Corkage fee for bottles of wine at Prize Giving will be charged at R50 per bottle.
- In order to ensure professional and efficient service during prize giving, we make use of an external company to supply function waiters. We operate on one barman per 60 people ratio and one waiter per 10 people ratio. Waiters will work a minimum of 6 hours and be billed for accordingly. Please discuss with the Events Manager if more is required. Gratuity may be offered on discretion of client. Function waiter hire is always quoted separately and is compulsory for all events.
- Meals are Buffet style, but plated starters can be offered. Please advise a time for your guests to eat. Food quality cannot be guaranteed if requested time is exceeded.

- Any menu can be customised to suit your requirements, however surcharges may be applicable. Our Executive Chef is on hand to assist.
- Final numbers of players and catering numbers must be confirmed **7 days prior** to the golf day. **If not confirmed, number of players originally booked for will be charged.**
- Décor for all functions. The club supplies White linen and serviettes. No centre pieces are available. Should you wish to rent Round Black Jacquard Table Cloths (R40 each) and Black napkins (R2 each), these can be discussed with the Events coordinator. We have round and rectangular tables available.

VEHICLE DISPLAYS

- Vehicles may be displayed on in front of the clubhouse (2 cars) and at Holes 1, 11, 15. Discuss other areas if needed with the Events Manager.
- No vehicles are permitted to drive/park on the golf course. Designated areas are available for vehicle displays. Please discuss with the Event's Manager.

VENUE GUIDELINES

- The venues in the clubhouse are wheelchair friendly.
- The club reserves the right to change an allocated venue should the golf day numbers reduce.
- We do not have storage space at the club. If you require a conference room for storage /office /photographers /holding rooms etc, please ensure you book a room well in advance with the Events Manager. Venue Hire charges will be applicable. Rooms are subject to availability.
- Projector and screen and PA system is available in each venue. System connects to a laptop through either a VGA cable or HDMI cable. We also have converters should the presenters have a Mac book.
- A Dance floor is available for hire at R2500.00.
- A small podium is available.

DRESS CODE, LOCAL RULES & WEATHER

- Only soft spikes golf shoes are permitted – no 'tekkies'. No exceptions!
- A copy of the Club's dress code and local rules will be supplied to each booking. Please ensure this is forwarded to your guests and that they comply with the Club's and SAGA's (South African Golf Association) requirements.
- The weather elements could play a part in disrupting your golf day. Please ensure you and your guests are aware of the safety factors involved. Should a golf day not be able to take place at all due to adverse weather, an alternative date will be made available. If the golf day has however started and then rains out, the client will be liable for the full costs of the day.

CADDIES AND GOLF CARTS

- 22 permanent Caddies are available. Should you require more Caddies, kindly advise us of the total number of Caddies required at least 2 weeks in advance. The total number of Caddies booked is the number you will be charged for. Caddy fees are R220 (all inclusive). *Caddy fees are subject to change at any given time.
- 31 Golf Carts are available. Carts are R310 each. The driver of the cart must sign an indemnity form at the Pro Shop. Any damage to the cart, the driver of that cart will be held liable for all the repairs. Should any carts be hired in from an outside supplier, Centurion Country Club reserves the right to make our full fleet of carts available first and cannot take any responsibility for outside carts.

GREEN FEES FOR CORPORATE GOLF DAYS

Mondays:	R205.00 per player	120 players (Summer) 104 players (Winter)
Tuesdays:	R215.00 per player	120 players (Summer) 104 players (Winter)
Wednesdays:	R245.00 per player	Only groups of 60 or more players
Fridays:	R215.00 per player	Morning field
Fridays:	R245.00 per player	Afternoon field (minimum of 80 players)
Exclusive Use of field:	R40 200.00	For the entire day
Sundays:	R285.00 per player	Maximum of 48 players

Green Fees for Group bookings of 12 to 40 players (other than Sunday groups)

	R275.00 per player
Less than 12	Normal playing fees

Final numbers for group bookings must be confirmed 7 days prior to the golf booking. If not confirmed, number of players booked for will be charged. If cancelled in less than 7 days, number of players booked for will be charged.

**Above fees are valid from 01 March 2018 to 28 February 2019*

**Above excludes Aug, Sep, Oct and Nov where a minimum of 80 players are required.*

FINAL ARRANGEMENTS

- 7 days Prior to the Golf Day – Please provide us with the following: Final number of golfers/guests for catering purposes.
- 2 days Prior to the Golf Day – Please provide us with the following: An alphabetical List of all Golfers, Guests for Prize Giving and those assisting with the Golf Day. The list allows access to the Golf Estate. All drivers must have their valid Driver License available upon entering the Golf Estate. You will be issued with a **gate access code** for all your guests.

PAYMENT TERMS

- The number of golfers booked will be charged for.
- All extra guests at Prize Giving will be charged for per head. Please remember to include any band members/dj's/ support staff etc in your catering numbers.

- *Your final invoice must be paid within 7 days after the golf day.*
- *We will only invoice one company. No separate invoices for sponsors will be issued. You need to invoice your sponsor directly. The invoice will be emailed to you within 2 days after your golf day. The original can be sent upon request.*

We look forward to assisting you for a successful golf day!

PLEASE SIGN HERE!

CORPORATE GOLF DAY BOOKING SHEET

Please note that only on receipt of a signed 'Golf day Booking Sheet' will your booking be confirmed. For Corporate Golf days, please note that your **R16 000.00 must be paid within 7 days.**
Please fax to 086 529 0523 or email: nicola@centurioncountryclub.co.za

Date of Golf Day	
Name of Company	
Name of Organizer	
Cell Number of Organizer	
VAT Number for invoicing purposes	
Postal Address	
Telephone Number	
Facsimile Number	
Email address	
Number of players	
Green Fees: Shot gun start: Yes/No	<i>Green Fees: Golf Carts: R310.00 each (Book at Proshop) Caddies: R220.00 each (book at Proshop) (Above is subject to change)</i>
Number of guests for Dinner and Prize-giving	
Where did you hear about Centurion Country Club?	

NAME & SURNAME (Please print)

SIGNATURE _____

DATE _____