



GOLF DAY FUNCTION SHEET

COMPANY :	DATE OF GOLF DAY:
Contact Person:	Tel:
Cell:	VAT no:
Postal:	Email:

Where did you hear about Centurion Country Club?

<u>DISCUSSION POINTS</u>	<u>DETAILS</u>	<u>QUESTIONS</u>	<u>REPLY</u>
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1. GOLFING DETAILS			
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NUMBER OF PLAYERS	<p>The final number must be confirmed 7 days prior to the golf day. If not confirmed you will be billed for the number of golfers discussed as per your booking. Please see attached map for directions to Centurion Country Club & Residential Estate</p>	Number of Players	
GREEN FEES FOR MORE THAN 41 PLAYERS	<p> Mondays – R205.00 pp Tuesdays – R215.00 pp Wednesdays – R245.00 pp - (Min. of 60 players) * Fridays – R215.00 pp for the morning field Friday – R245.00 pp (Min of 80 players) Exclusive use of field – R40 200.00 for the entire day (choose your tee-off time) Thursdays are reserved for our MEMBERS ONLY so no golf days allowed on a Thursday. You will be billed for a minimum field of 120 players for a shotgun start. If u do not book the course for <u>exclusive use</u> the following charges will be applicable: Shotgun start at 12h00 = R6000.00 Shotgun start between 11h00 – 12h00 = R7000.00 Shotgun start between 10h00 – 11h00 = R8000.00 Group bookings of 12 to 40 players R275.00 p/person Less than 12 players normal playing fees Sunday afternoon group rates: R285.00 p/p 12 or more Pricing valid from 01/03/18 – 28/02/19 *August to November – Minimum of 80 players will be accepted for weekday pm group bookings (accept for Mondays). </p>	Green Fee Price	
TEE OFF TIME	<p><u>SUMMER TEE OFF TIMES:</u></p> <p>September to April</p> <p><u>Morning Field</u> 1st & 10th TEE 06h30 – 08h22</p> <p><u>Afternoon Field</u> 1st & 10th TEE 11h22 – 12h58</p> <p>120 Players maximum</p> <p><u>WINTER TEE OFF TIMES:</u></p> <p>May to August</p> <p>1st & 10th TEE 06h42 – 08h06 1st & 10th TEE 11h06 – 12h42</p> <p>104 Players maximum 8 minute intervals</p>	<p>Time of Golf Day Tee off time?</p> <p>Morning Field Yes/No Afternoon Field Yes/No Shot Gun Start Yes/No</p> <p>Attached is the tee off time sheet for your convenience</p>	

COMPETITION	We advise an Alliance, American Scramble or Betterball Stableford. Regrettably no individual golf formats are allowed on corporate days due to delays in the field. Please supply us with the competition details and attach to the scorecards for your players. Local Club Rules and Dress Code are provided in this document. Ensure your players are aware of club rules and dress code.	Format for the day?	
SERVICE FEE	The fee is of R680.00 and includes: 1. The starting of the field 2. The finalizing of the score cards. Kindly note that scorecards will be arranged from 1st to last 3. The Service Fee will be added to the master account 4. Please supply us with your prize-list	Would you like to make use of this facility? Yes/No If Yes Please supply your tee-off time list one day prior to your golf day.	
NEAREST TO THE PIN	For your convenience we have 'nearest the pin' markers. Par 3's are 3, 8, 11 and 17 Please indicate your choice.	Nearest to the Pins Yes or No? Holes?	
LONGEST DRIVE	For your convenience we have 'longest drive' markers. Par 5 holes are 1, 7, 12 and 15 Please indicate your choice.	Longest Drive Yes or No? Holes?	
SCORECARDS	These can be obtained on or prior to your golf day	Number of Score Cards required?	
GOLF CLINIC	If you have any non-golfers in your group that you would like to entertain! Why not arrange a golf clinic for them, run by our resident Teaching Pro's? Driving Range Start the clinic off with a basic explanation of the golf swing then do the practical in practicing. Putting Green Basic explanation of the putting stroke. Then split into teams, play 3 holes (all par 5's) competition. Mashie Course Lastly the teams are taken to play the mashie course. The same groups then play a round on the mashie course – Format is American Scramble. Cost: R4 100.00 (incl VAT) Duration approximately: 2 ½ - 3 Hours Number of people: 4-24 people. Equipment is supplied	Would you like to make use of this facility? Yes or No How many players for the clinic?	
DRIVING RANGE	You may hire the range for the day at R1 550.00 (incl VAT). This will ensure that your guests can warm up prior to teeing off.	Would you like to make use of this facility? Yes or No?	
SWING ANALYSIS	The swing analysis option is an excellent way to distinguish your golf day from your run of the mill golf day. What we offer is a complete analysis of your client's swing. We make use of two cameras and V1 analysis software. As a result of using two cameras we capture the swing from both the front view and the back view. These views are then digitally synchronized and then analyzed to provide an in depth look at the mechanics of the individual's golf swing. In addition, company logos can be added to the viewer which your clients then receive. The analysis is completed within two to three working days of the event. The swings are then mailed to the golf day participants. 20-40 R6700.00 41-72 R9400.00 73-144 R12 200.00		
CADDIES	We have 22 permanent caddies. The caddie fee is R220.00 per caddie which includes Halfway House R50.00 and a Caddie Foundation Fee of R20.00, but excludes any tip. (subject to change) Please note if additional caddies are required, these need to be <u>pre-booked and paid.</u> Please pre-arrange R200.00 in an envelope for each caddie. The Caddie Master can assist in paying the caddies on your behalf. Discuss with Events Manager if you are unable to get the cash upfront. The R20 caddie foundation fee will be added to master	Number of caddies required? Are caddies on Company Account or Players Account?	

	account if caddies are on Company's account.		
CARTS - RENTAL	We have 31 carts available @ R310.00 per cart (subject to change) All bookings of carts must be handled by yourselves and booked at least 14 days in advance. If the company is responsible for the above fee the cart fee will be billed to the master account Please note that all players MUST SIGN THE INDEMNITY FORM at the Pro Shop prior to receiving a cart. If additional carts are hired in, CCC cannot take any responsibility for the running of these carts or for any loss/damage to the carts. Please also note that when additional carts are hired in from an outside supplier, Centurion Country Club reserves to right to make our full fleet of carts available first.	Quantity required? Company or Players Account?	
GOLF CLUB – RENTALS	We have 5 club rental sets @ R550.00 each Please pre book at the Pro Shop (012) 665-9602	Required Yes/No?	
PULL CARTS - RENTALS	We have pull carts available @ R55.00 per pull cart. Please pre book at the Pro Shop (012) 665-9602	Required Yes/No?	
GOLF SHOES – RENTALS	We have golf shoes available for hire @ R150.00 per pair. Please pre-book at the Pro Shop(012) 665-9602 ONLY SOFT SPIKE GOLF SHOES ARE PERMITTED – NO 'TAKKIES' Please ensure that all your guests receive the attached DRESS CODE document	Required Yes/No?	
SECURITY GATE ACCESS	PLEASE SUPPLY US WITH YOUR ALPHABETICAL GUEST LIST 2 DAYS BEFORE YOUR GOLF DAY INCLUDING THOSE ASSISTING WITH THE DAY, DELIVERIES AND OTHERS JOINING YOU FOR THE DINNER. A GATE ACCESS CODE WILL BE ISSUED FOR ALL YOUR GUESTS. MUST PRODUCE DRIVER'S LICENCE.	Email to nicola@centurioncountryclub.co.za	
PIN FLAGS & CUPS	There is a R200.00 fee payable should you have your own branded pin flags and/or cups and these need to replace the club's flags and cups.	Pls confirm.	
ADVERTISING PROMOTIONS	ADVERTISING ON THE COURSE: The placing of advertising branding is permitted on the golf course and around the clubhouse. No vehicles may drive on the golf course – tarred roads must be used and display cars may not be parked within 2 meters of any tee. You are required to bring along any furniture that you may need, such as tables, chairs, umbrellas, tablecloths, cooler boxes etc. WE DO NOT TAKE RESPONSIBILITY FOR ANY LOSS AND/OR DAMAGE TO BANNERS OR ANY PROMOTIONAL ITEMS Kindly note that all banners, equipment etc cannot be stored or kept on our premises before or after your golf day. We unfortunately do not have any storage facilities. <i>Please do not hand out anything (Caps, shirts, money etc) to any of our staff members.</i>	On what holes will you have corporate advertising on? Please supply us with a list if you have different sponsors on different holes	
2. REGISTRATION DETAILS			
WELCOME SIGNAGE	Please advise what you require your welcome signage to read. Please email your company logo to me.		
REGISTRATION TABLE	Registration tables will be set out on the patio area in front of the scoreboard near the Pro Shop. Please arrange for your staff to man the registration table. Linen: Black only	Number of tables required? Number of chairs required?	
GIVE-AWAYS AND PRIZES	The Pro-Shop will gladly assist you with the selection of giveaways and prizes for your golf day. Please Note: - All Prizes must comply with the R&A (Governing Body of golf) ruling of no more than R6000.00 per prize. For further details please go to the Royal & Ancient website link below – explaining "Amateur Status" & Prizes for a Hole in One. http://www.randa.org/en/Rules-and-Amateur-	Would you like us to assist you with this?	

3. CATERING DETAILS

ARRIVAL REFRESHMENTS MENU

Prices are subject to change without notice! (Prices valid from 01 April 2018)

(Per person where applicable)

ARRIVAL REFRESHMENTS	Coffee/Tea with a selection of any of the following:		Which Option do you require? Cost per person? No of ppl: Time: Where: Outside the Pro Shop on patio If no arrival refreshments required please state - nil
	Sandwich Platter (choice of 3)	R 49.00	
	Biscuits (Choice of 3)	R 32.00	
	Muffin Platter (Choice of 3)	R 43.00	
	Scones Platter	R 43.00	
	Mini Quiche	R 54.00	
	Croissant Platter (Choice of 3)	R 65.00	
* Add Fruit juice charged on consumption *Only Coffee and Tea – R15.00pp			

HALFWAY HOUSE MENU

Prices are subject to change without notice!

PRICE PER PERSON

HALFWAY HOUSE GRAB & GO	Grab & Go	Meal & Drink	Which option? No of ppl: Cost per person:
	Baguette (Egg & Mayo / Chic & Mayo / Ham & Cheese / Roast Beef & Gherk / Cheese & Tomato)	R67.00	
	Wraps (Sweet Chilli Chicken / Roast Beef & Gherkins / Vegetarian)	R67.00	
	Boerie Rolls Off the Braai	R67.00	
	Lamb Rolls Off the Spit	R73.00	
*Drinks restricted to a soft drink, <u>local</u> beer, water or a powerade.			

You can only select one Option. Please advise dietary requirements.

The club will supply you with meal vouchers. Please supply your company logo.

WATERING HOLES AND DRY SNACKS

Prices are subject to change

PRICE PER PERSON

DRY SNACKS	Do you require dry snack bowls on the Patio after Play? Bowls containing savory dry snacks i.e. crisps, peanuts, pretzels (estimate R48.00 pp) To add biltong and droe wors, price on request.	Do you require dry snacks?
WATERING HOLES	Holes 5 and 15 are our permanent watering holes. At these holes you will find a thatched lapa with electricity, water, cement bar counters and toilets (Code for toilet door C16XYZ). Holes 3 & 11 also have a thatched lapa and a counter top. Other holes can be arranged with the Events Manager but will not have the facilities like these four holes. We recommend a maximum of 4 alcoholic watering holes. Please note that you need to arrange your own staff to man the watering holes. No furniture is available from the club. Please bring your own. NO DRINKS & FOOD FROM OUTSIDE ALLOWED. SHOULD DRINKS BE SUPPLIED FROM OUTSIDE, A CORKAGE FEE OF R320.00 per hole WILL BE ADDED TO YOUR BILL (subject to change).	Player's Account (Cash) or Master Account? Hole 3 – Yes or No Hole 5 – Yes or No Hole 11 – Yes or No Hole 15 – Yes or No Any other holes required? Who is the responsible person for the watering holes? Budget per Watering Hole? Requirements on each Hole – please specify?

	<p>Should snacks be supplied, only dry snacks will be allowed. It is expected that the Club's Halfway house is supported in full as the kitchen will be preparing food for all golfers and guests otherwise no snacks will be allowed.</p> <p><u>Availability of stock;</u> All your requirements will be ready at 10h30.</p> <p><u>Stock Control (Master Account):</u> The F&B department will assist with the guidelines of quantities required for each hole and drinks will be charged on consumption and replenished as needed. However, should the client insist on certain quantities, this will then be charged to the master account & no returns will be accepted. The client is responsible to check and sign for all drinks issued by the F&B dep for the Watering Holes. Extra drinks can be ordered during play. All drinks will be transported to the watering holes by the F&B Dep. No extra stock will be supplied after 15h00. It is the client's responsibility to get the F&B department's signature on returned stock – the client is responsible for all stocks until returned to the Stores at the club.</p> <p>Please see attached Watering Hole List – Drinks & dry snacks</p> <p><u>Players Account</u> Please note that if watering holes are for players account (cash basis) you do not need to complete the form.</p>	<p>Are caddies allowed to have soft drinks on the watering holes?</p> <p>Have you completed the water hole list?</p>	
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BAR REQUIREMENTS
Prices are subject to change
PRICE PER PERSON

<p>BAR REQUIREMENTS</p>	<p>NO DRINKS OR FOOD FROM OUTSIDE MAYBE BROUGHT INTO THE CLUBHOUSE FOR CONSUMPTION. A CORKAGE FEE OF R50 PER BOTTLE OF WINE WILL BE APPLICABLE ON PRIOR ARRANGEMENTS. ONLY WINES NOT AVAILABLE ON OUR WINE MENU WILL BE ALLOWED.</p> <p>Your options on the bar are as follows: No drinks vouchers will be accepted. Please indicate your limit on the Bar and the Person Responsible to Sign off the Bar account that evening. <u>Wine: See the attached list:</u> Wine can be chosen and put on the tables for prize giving and charged to the Main Account</p>	<p>Cash Bar or Company Account? Bar Limit? Any Restrictions? Who is responsible for the bar Account? What time should the bar account be opened? All day/once 1st players are off course/prize giving only? Wines on table: Yes/No If not on table, may clients order wine from our wine list? Yes/No</p>	
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PRIZE GIVING FUNCTION

DISCUSSION POINTS	DETAILS	QUESTIONS	ANSWERS
<p>PRIZE GIVING- PROGRAM</p>	<p>Please supply us with the order of events for the evening.</p>	<p>What time is your prize giving? What time do you wish to have dinner served?</p>	
<p>DÉCOR AND COLOUR SCHEME</p>	<p>All décor requirements must be discussed with the golf coordinator. Delivery & collection times need to be set. Please Note: If there are any Table Décor or center pieces, please have them with the F&B department the day before the function or earlier if possible. White Chair covers available at R15 each. Any shortages and/or breakages of cutlery, crockery, linen or equipment, of any nature whatsoever, supplied by the club, or Rental Company will be payable by the Customer, upon demand. The club supplies standard White Table clothes and serviettes for either round tables or rectangular trestle tables. You can hire the club's Jacquard black round table cloths (R40 each) and black napkins (R2ea) if you wish. Menus will be printed and displayed on each table</p>	<p>Are you bringing in extra décor? What is your colour Scheme? Serviette colour preference? Are there any centre pieces for the tables?</p>	
<p>PRIZEGIVING VENUE</p>	<p>This will take place in a venue allocated for your function. If numbers increase/decrease the venue may be changed without prior notification. PLEASE NOTE THAT THE CLUBHOUSE IS A SMOKE FREE ZONE! The organizer of the golf day will be held responsible for any of your guests who smoke illegally inside the venue. Venue Hours : The following hours applicable to evening functions : - The kitchen will be closed at 22h00; - The coffee table will be cleared by 23h00;</p>	<p>Venue? Dining room or Main Function hall Do you require a Podium? Do you require a PA system?</p>	

	- All music shall terminate at 24h00.		
PRIZEGIVING DINNER	<p>Please see the menus selector spreadsheet attached separately.</p> <p>There are a number of options available. Special dietary meals have an additional charge. Final catering numbers must be confirmed 7 (seven) days in advance. The entertainment staff and support staff should be catered for and included in the final count of pax Our kitchen always prepare extra food for the Buffet stations and therefore NO TAKE-AWAYS ARE PERMITTED. In order to ensure a professional & efficient service delivery at your prize giving function, the club makes use of an outsourced company for Function Waiters. 1 Waiter for every 10 guests. This is compulsory on all functions and will be billed separately.</p>	<p>Menu selection? Price? Pax? Dessert Menu selection? Price? Pax? Special dietary requirements?</p>	
SEATING FOR PRIZEGIVING	<p>The seating will be at 8-seater rectangular tables with white linen. Round tables are also available to seat 8 to 10 upon request. Please advise if you are bringing in your own table cloths and overlays. Any other furniture requirements will have to be hired in at the client's own cost.</p>	<p>Number of 8-seater rectangular tables required? Number of 10-seater round tables required?</p>	
PRIZE TABLE/S	Prize tables will be covered with black table cloths	How many prize tables do you require?	
ENTERTAINMENT OR CELEBRITY	<p>Please let us know whether you will be having a Master of Ceremonies, Celebrity, Disco or any other form of entertainment. If a dance floor is required an extra fee will be charged. Please advise if you're bringing in a stage.</p>	<p>Are you bringing in your own sound & lighting? Stage required? Dance floor required? (R48 /m²)</p>	

WE HAVE A SELECTION OF DIFFERENT MENU OPTIONS. THIS WILL BE FORWARDED TO YOU SEPERATELY. PLEASE MAKE YOUR SELECTION AND A QUOTATION WILL BE FORWARDED.

<p>SPECIAL DIETARY REQUIREMENTS ARE OUTSOURCED TO OTHER SUPPLIERS AND ARE CHARGED SEPARATELY AT AN ADDITIONAL COST Prices are subject to change PRICE PER PERSON</p>			
Special Dietary requirements	Please advise special dietary requirements	Will you be requiring any special dietary requirements?	
BILLING INFORMATION			
ACCOUNTING DETAILS	<p>Please note that your final account needs to be settled SEVEN DAYS after your golf day. We will only invoice one company. If a company will be assisting with funding of the golf day, please invoice them directly.</p> <p>The invoice will be emailed / faxed to you within 2 days after your golf day. The original can be sent upon request.</p>	<p>Amount of deposit? Date deposit was made? Name of Company to Invoice? Who is the contact person? Postal Address? VAT No? Facsimile/email address?</p>	

SPECIAL REQUIREMENTS

If you have any additional requirements not mentioned above – please feel free to add your requests in the “Answers column”! The weather elements could play a part in disrupting your Golf Day. Please ensure you are aware of the safety factors involved. Should you require further information, please contact Nicola van Heerden.

I hereby agree that the above information is correct and accept that this document has all the necessary information for Centurion Country Club to ensure that your golf day is a success.

PLEASE ENSURE THAT ALL YOUR GUESTS RECEIVE A COPY OF THE ATTACHED ‘DRESS CODE’ AND THAT THEY COMPLY WITH THE CLUB’S AND SAGA’S (South African Golf Association) REQUIREMENTS.

SIGNATURE

DATE

NAME (PLEASE PRINT)

ATTACH THE LOCAL RULES AND DRESS CODE TO YOUR INVITATION

CENTURION COUNTRY CLUB - LOCAL RULES

OUT OF BOUNDS

- All estate boundary fence/walls.
- Beyond all white stakes.
- White stakes on the left of the 4th hole indicate out of bounds on the 4th hole only.
- All Estate roads and beyond excluding service

roads.

WATER HAZARDS

- Lateral water hazards are water or portions thereof which are demarcated with red stakes.
- All other water hazards on the course demarcated by yellow stakes.

DROP ZONES

- 8th hole - In front of 8th ladies tee.
- 9th hole - On front of 9th men's tee.

TREES: A ball may be dropped away from all young trees which have a white tag and are under 2 club lengths in height – no penalty.

IMMOVABLE OBSTRUCTIONS

- Paved or cemented pathways.
- Bridges.

WASTE BUNKERS

The sandy areas with plants, vegetation and rocks at hole 11 is a waste bunker and players may ground their clubs without penalty. Loose impediments may also be removed without penalty.

GARDENS

Relief may be taken from all gardens marked with a blue stake. Drop nearest point of relief – not nearer the hole - no penalty. Stones in bunkers may be removed – no penalty.

PLACING Check Notice board

MOTORIZED GOLF CARTS Check Notice board

NOTE:

A ball coming to rest in private property is deemed to be a lost ball. You may NOT retrieve it. Please respect our resident's privacy

GOLFERS DRESS CODE

Please attach this document to your invitations

Centurion Country Club's Dress Code complies with the SAGA (**South African Golf Association**) regulations. We request our Members and visitors to comply with the regulations:

Golfers Dress Code on the Course:

- No Jeans
- Trousers with zips – no draw string pants
- Short socks may be worn with golf shorts – no secret socks
- Recognized golf shirts with collars only
- Golf Shoes only – soft spikes
- NO 'TAKKIES' are permitted!! – ONLY GOLF SHOES WITH SOFT SPIKES**
- No walking around bare feet or in socks will be allowed after golf

Clubhouse Dress Code:

Smart casual only. Please note that children are required to be neatly dressed and under control of an adult whilst in the clubhouse.