



2019

Centurion Country Club



Conference Information



Conference Packages and Information

Dear Event Organizer,

Thank you for your interest in hosting your Conference with us. Below please find a detailed explanation of the services offered by Centurion Country Club.

Should you require any additional information please do not hesitate to contact us.



CONTACT DETAILS

Jeanette O'Donnell - Event Manager

Contact Number: 012 665 9609

Carmia Van Wyk – Event Coordinator

Contact Number: 012 665 9601

Email Address: functions@centurioncountryclub.co.za

Website www.centurioncountryclub.co.za



ABOUT US

The Club offers state of the art conference facilities in a private serene environment accommodating up to a maximum of 150 delegates with various packages on offer.

The conference facility has recently been upgraded with state-of-the-art equipment making it modern and trendy.



PACKAGES

Full Day Conference Package

R465 per person

Package Includes:

Venue hire

Screen, projector, PA system

1 x Flip chart and pens

Notepads and pens

Water jugs, cordials and mints

WIFI

Arrival tea, coffee, jugs of water and snacks – (3 x Snacks to be chosen off snack menu)

Mid-morning tea, coffee, jugs of water and snacks - (3 x Snacks to be chosen off snack menu)

Buffet lunch for 15 delegates or more – (Buffet menu to be chosen off menu)

Plated pre-selected lunch for 14 delegates and less – (Menu will be available on the day for each delegate to choose his/her own selection)

Mid-afternoon tea, coffee, jugs of water and snacks - (3 x Snacks to be chosen off snack menu)

Half Day Conference Package including Lunch

R360 per person

Package Includes:

Venue hire

Screen, projector, PA system

1 x Flip chart and pens

Notepads and pens

Water jugs, cordials and mints

WIFI

Arrival tea, coffee, jugs of water and snacks – (3 x Snacks to be chosen off snack menu)

Mid-morning / Mid-afternoon tea, coffee, jugs of water and snacks - (3 x Snacks to be chosen off snack menu)

Buffet lunch for 15 delegates or more – (Buffet menu to be chosen off menu)

Plated pre-selected lunch for 14 delegates and less – (Menu will be available on the day for each delegate to choose his/her own selection)

Half Day Conference Package excluding Lunch

R300 per person

Package Includes:

Venue hire

Screen, projector, PA system

1 x Flip chart and pens

Notepads and pens

Water jugs, cordials and mints

WIFI

Arrival tea, coffee, jugs of water and snacks – (3 x Snacks to be chosen off snack menu)

Mid-morning / Mid-afternoon tea, coffee, jugs of water and snacks - (3 x Snacks to be chosen off snack menu)

Build Your Own Conference Package:

Set Fee:

Venue Hire per Room: R1500

(Each room can accommodate +/- 15-20pax)

Breakaway Room: R1500

Screen: R500

Projector: R500

PA System: R500

TV Screen – R500

Setup Fee: 49 Delegates and less – R500

50 – 99 Delegates – R1000

100 Delegates and more – R1500

Waiter Hire Fee: Waiter Hire Fee is charged at 1 waiter for every 10 guests and waiters are R50.00 per hour. With a minimum charge of 6 hours.

Per Person Fee:

Notepads and Pens: R15

Mints, Water and Cordials: R15

Arrival Snacks: R65

Mid-Morning Snack: R65

Lunch: R160

Mid-Afternoon Snacks: R65

Tea and Coffee (per break): R17

Jug of Juice – 1.5L: R50



AV – TECHNICAL SERVICES

Each conference room has a 65” inch smart TV. Should all 3 conference rooms be used we have a 4200 lumens projector which is mounted to the roof. All conference rooms are fully equipped with floor boxes with 220V electricity plugs. We can accommodate VGA; HDMI and we have an Apple converter.

The Dining Room has a Screen with a portable projector.

The system connects to a laptop through a VGA/HDMI cable.

Wireless internet is available throughout the Clubhouse. The password will be given to the events organiser.

All other technical requirements are brought in through our suppliers

Above usage is subject to a written quotation based on specific requirements.



ACCOMMODATION

We do have accommodation onsite. Below are the contact details of the 2 properties.

Cheryl is the reservation consultant for both properties

010 786 0082 / 071 898 0497

res@leopardsong.co.za or res@golfsuites.net



CONFIRMATION AND CANCELLATION POLICY

Your conference will only be confirmed and reserved for 7 days once we have received a completed booking sheet and a deposit.

A 50% deposit is required to secure and confirm your booking within 7 days of when your quotation was sent. If the deposit is not received the date will automatically released without any further communication.

This is a holding deposit and will be deducted off your final account.

Please note that Centurion Country Club reserves the right to charge a cancellation fee, which will be calculated as a percentage of your golf day as follows:

Notice before 60 days prior to the golf day – no cancellation fee

Notice from 60 – 31 days prior– 30% of the total cost

Notice within 30 –14 days prior– 50% of the total cost

Notice within 14 or fewer days prior–100% of the total cost

All prices include VAT

All prices are subject to change; please refer to your quotation

(valid for 7 days)