



## TERMS & CONDITIONS OF GOLF DAY

**DATE OF GOLF DAY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

Please initial on every page below. Please ensure that you fully understand its' content.

1. Please note: Reservations will only be placed tentatively on completion and return of the CONFIRMATION OF GOLF DAY & TERMS AND CONDITIONS OF GOLF DAY forms. A meeting and or e-mail correspondence is then required to commence discussing the requirements for the day as soon as possible as a 50% deposit of the total amount as reflected on the pro-forma is due to secure the booking. Final payment is due 14 days prior to the event.
2. The Quotation – in the form of a Pro-forma – is valid for 14 days, after which it will automatically be subject to increases where applicable. If the deposit of 50% is paid within the 14 day period, you will not be subject to the increases and all costing will remain as is on the original pro-forma sent to you.
3. Final numbers are required 14 days prior to the event – any changes made within this period will result in a Credit of the difference being processed (if necessary). Please note: No refunds – a Credit will remain on the account for future utilization
4. The contact person is responsible for settlement of the account and for any breakages and / or damages that may have occurred by them or their guests
5. Watering holes
  - Six (6) wet (watering) holes will be accommodated on the day.
  - R1000 fee is payable for any wet holes if own beverages are supplied and brought in. ICC will supply you with a table, chairs, table cloth and a tub for the drinks.
  - An alternative option is available to purchase beverages through ICC in which case the R1000 fee falls away. But if you would like ICC to supply you with a table, chairs, table cloth and a tub a R500 fee will be applicable. A recon is then done the evening of the event on beverages utilized. Please note: ICC will send out quantities and brands requested by the water hole (dependant on what is stocked at ICC) but will require that the majority of beverages requested are utilized before sending out additional. This is at the discretion of ICC Management.
  - Furthermore, please note: Any beverages brought back off the course that are not in a good condition and cannot be sold in our bars after (i.e. labels having peeled off, damage to the cork or top/ lid etc.) will be charged to the account of the watering hole as part of the recon.





- A list of all sponsors on the holes as well as those sponsoring drinks & snacks at the Waterholes must be declared to the Function Co-ordinator no later than 3 days prior to the event.
- Security may confiscate any drinks or alcoholic beverages that have been brought onto the property without prior written permission

#### 6. Banners and Branding

- Please assist the Sports Operations staff by delivering all banners no later than 15:30 the previous day at the Sport shop if we are to assist with erections thereof. Relevant to the R500 service fee for taking responsibility of such on your behalf.
- All equipment must be clearly marked with relevant Hole No, Company Name, Contact Person and Contact Number
- Free standing banners & Advertising are permitted in the prize giving & clubhouse area for the duration of the golf day. Please refrain from mounting anything onto the walls and fixtures.
- All banners, branding which the Sport Shop is to assist with erecting will carry a compulsory fee of R500 to assist. ICC will then assist with Erection thereof as well as Strike (taking down). Such banners / branding can be collected from the Pro-shop after the Event on the following day, no later than the first Monday in the following week. Please note: Unclaimed Banners will be held for a period of 1 month, after which Banners will be disposed of. ICC will not be held responsible for the replacement of any unclaimed banners which have been damaged /misplaced/ removed after this period.
- Any sponsors whom do not wish to make use of our service are responsible for the erection, breakdown and removal of all their own banners and branding. ICC will not be held responsible for these banners in any way, means or form.

#### 7. Please adhere to the Prize Schedule for amateurs as set out by SAGA

#### 8. Dress Code Regulations

- Please assist us by wearing smart casual attire in the clubhouse after play
- Socks must be worn at all times
- Collared Golf shirts but be worn and tucked in
- Please refrain from wearing hats & caps in the bar – this will cost you a round of drinks!
- Only golf shoes with soft spikes are permitted.





#### 9. Caddies

- Caddies are available for either company or individual expense
- The caddies are an Independent entity from ICC and any queries regarding the Caddies are to be directly to them – contact information can be requested from the Event Co-ordinator
- Caddies are payable with CASH on the day – the current fee is R180 per Caddy
- Arrangements for additional Caddies over and above the standard 30 that are on site needs to be made prior. We cannot be held liable if there are not enough Caddies available on the day.
- Please note: There is an additional Caddie applicable to all golf days and groups concerning any Visitors. This can either be settled by the Company prior for which a separate invoice will be furnished or to the players own accounts. (i.e. each 4 x ball to settle a Caddie between the 4 x ball).

#### 10. Golf carts

- Irene Country Club have 25 Golf carts available
- If the Company books and pays for all the carts the Company is responsible and liable for damages caused by guests and not individuals. The organizer is required to sign the indemnity form at the Pro-shop on the day of the event.
- Additional Golf carts can be hired in by the company at the companies' expense. It is the companies / Organizers responsibility to ensure that the Golf carts are delivered on time and in the correct condition. Any damages to these carts are also the responsibility of the organizer / company.

#### 11. Participating golfers should acquaint themselves with the local rules and ensure that their fellow players are aware of the golf etiquette:

- Cell phones are not permitted on the golf course
- Please repair pitch marks on greens
- Please repair divots on all fairways
- Please rake and repair all bunkers
- No Golf carts are allowed on the tees and greens surrounds. Please drive on cart paths & marked areas where possible
- Any residential property is out of bound and no golf balls may be retrieved from the properties.

#### 12. No vehicles will be allowed on the course unless permission is granted in writing by the Event Co-ordinator whom has received permission from the Green keeper. Any such vehicle is not to be utilized as transport to and from the hole throughout the day. If a vehicle has been parked at a designated hole, it is to remain there until the Golf day is finished and only to be allowed to drive back accompanied by a Marshall or employee of the pro-shop. (The vehicle is to "trail" the employee to the hole and from the hole). Vehicle displays are to be discussed and confirmed with Irene Country Club's Green keeper.





Please note: Any damage to the course in this regard will be for the account of the Sponsor / or Company whom are being represented by an individual (s) on that specific day and whom have caused the damage.

13. The club shall under no circumstances be held liable for loss or damage to property of any member or guests brought onto the premises of the Club, whether occasioned by theft or otherwise. Nor shall the Club be held responsible or in any way be liable for personal injury or harm caused to members or their guests on the club and / or grounds
14. The final number of golfers and golf carts required must be confirmed no later than 14 days prior to the golf day in writing.
15. Confirmation of golfers and golf carts on main account must be e-mailed or faxed. No telephone confirmations will be accepted. It is the responsibility of the organizer to confirm that this confirmation has been received.
16. Shotgun starts are at the discretion of Managements and are limited to 128 players maximum. No shotgun start will be considered to any group less than 100 players. An additional charged to be confirmed by the GM – as per demand and time of year.
17. Cancellations: WRITTEN CANCELLATION WILL BE ACCEPTED NO LATER THAN 30 DAYS PRIOR TO THE GOLF DAY. IF CANCELLATION OR POSTPONEMENT OF THE GOLF DAY IS DONE AFTER THE 30 DAY PERIOD THEN THE FULL PRO-FORMA AMOUNT / OR AMOUNT QUOTED ON E-MAIL WILL BE PAYABLE IN FULL. FINAL AMENDMENTS ARE REQUIRED 14 DAYS PRIOR TO THE EVENT.
18. NO TELEPHONE CANCELLATIONS AND / OR ALTERATIONS WILL BE ACCEPTED
19. PLEASE NOTE: Full deposits will be returned if cancellation is done 30 days in advance of the golf day – including weekends. The refunds will be processed within 2 months from the date of cancellation. If the cancellation takes place fewer than 30 days, no refund will be made.
20. Therefore, in summary:
  - Quote valid for 14 days. Thereafter the pricing is subject to any changes.
  - We work on a first come, first serve basis with regards to T & C's and Deposits.
  - To confirm a booking we will need the following: signed copy of T & C's, signed copy of your pro forma invoice and a 50% deposit payment due within this 14 day period to from date quoted.
  - Final amendments to numbers for Golf – 14 days prior.
  - Final amendments to Food and Beverage – 14 days prior, unless arranged with Management through the Event Co-ordinator and with permission being granted. (only relevant to Food and Beverage).
  - If cancellation / postponement of a Golf day is done after and including the 30day period prior to a golf day, the full amount as per the pro-forma is payable in Full.







I have read and understand the above terms and conditions.

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SIGNATURE

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INITIALS & SURNAME

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DATE





**GOLF DAY : BILLING DETAILS**

Booking will only confirmed on acceptance of this document.

Please sign the contract and mail it back to [events@irenecc.co.za](mailto:events@irenecc.co.za) for attention JP van der Westhuizen

COMPANY NAME : \_\_\_\_\_

COMPANY VAT NUMBER : \_\_\_\_\_

TEL NUMBER : \_\_\_\_\_

FAX NUMBER : \_\_\_\_\_

CELLULAR NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

PHYSICAL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

DATE OF GOLF DAY : \_\_\_\_\_

NUMBER OF PLAYERS : \_\_\_\_\_

