



Terms & Conditions

GENERAL TERMS AND CONDITIONS:

I/We understand that:

- I am/we are personally responsible for my/our event and will ensure that a responsible person remains at the function until the last guest has departed.
- I am/we are responsible to settle the account in full in accordance with the payment terms laid down by Irene Country Club (ICC).
- I am/we are responsible for any damages caused by myself/ourselves or any of my/our guests at the ICC's premises or property belonging to the ICC.
- Children under the age of 12 years must be under responsible adult supervision for the duration of the function.
- ICC does not accept responsibility whatsoever for any loss of life or loss or theft of cash, bags, keys, clothing, valuables or any property whatsoever, or for damages or loss of any vehicle in the car park or in the public areas around ICC, nor for any damage or injury to any person.
- ICC will not accept responsibility for any damage to property occasioned by any act or omission of any member or guest nor for any damage whatsoever caused by any act or omission of any ICC members, guests, staff or agents.
- ICC will not be responsible for safekeeping of any property or goods brought onto the property by yourselves or your suppliers or agents.
- The venue may only be available two hours before the function or earlier by prior arrangement.
- I am/we are responsible to remove all goods brought on to ICC's property immediately after the function or if prior arrangement was made the following day before 10H00.
- I/we accept that ICC may remove any goods not removed by 10h00 the following day and that ICC will not be held responsible for the safekeeping thereof unless by prior arrangement.

All organisers and guests must strictly adhere to the Club's dress regulations as reflected in this agreement.

- Smart casual attire to be worn in the clubhouse.
- Please refrain from wearing caps indoors.

NO Vehicles will be allowed onto the golf course without prior arrangement and permission from the club. If arrangements are made, please strictly adhere to rules put in place by Management. If there are any

violations of the rules, it will lead to the immediate removal of the offending party from the ICC property.

PAYMENT TERMS AND CONDITIONS:

I/We accept that:

- To secure your event, signed Terms & Conditions should be received with 50% deposit payment within 5 working days, from receipt of initial quotation.
- The balance of the payment must be paid no less than ten (10) days before the event, unless otherwise agreed to by the ICC Management.
- The final number of guests and additional requirements must be confirmed in writing ten (10) days prior to the event.
- Should the event be booked within one month (30 days) of event date, signed terms & conditions should be received with full payment within 5 working days of enquiry.
- ICC has the right to cancel any event bookings if the payment has not been made within the, above, stipulated dates.
- Non-arrivals and cancellations will not be refunded on the day of the event.
- ICC will prepare a final invoice for your company. Should the final invoice be less than the original invoice, ICC will refund your company; alternatively, your company will be liable to settle the invoice within seven (7) days of the invoice being issued.
- I am/we are responsible for all sponsors costs incurred at the event.
- Cancellations must be made in writing, via email. No telephone cancellations will be accepted.
- Cancellation notices received will be handled as follows;
 - Notice received between 20 - 30 days prior to the event, 25% of the deposit will be forfeited.
 - Notice received between 15 – 19 days prior to the event, 60% of the deposit will be forfeited.
 - Notice received less than 15 days prior to the event, 100% of the deposit will be forfeited.

BANKING DETAILS:

Irene Country Club
Standard Bank
Lyttleton (010945)
Acc No: 011739754

Reference: Account Number

Please e-mail confirmation of deposit payment and final payment to the following:

Events@irenecc.co.za
info@irenecc.co.za

SIGN: _____

DATE: _____

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OTHER TERMS AND CONDITIONS (continued)

- A 10% gratuity on all food and beverage will be charged in anticipation that you will receive excellent service on the day. This will be added to your final invoice. If you have any queries, please speak to the Events Manager.
- Smoking is permitted only in designated areas.
- Amplification of music must always be monitored within tolerable limits. Please kindly be respectful of the community and residents surrounding Irene CC, and assist us by not playing loud music after 22h30 in the evenings, as per municipal By-Laws. We must get clarity on the time of this please.
- Bad weather/lightning storms – one siren blast means that it is compulsory to take cover. Two siren blasts indicate that access on the golf course can continue.
- No outside beverage or food will be permitted onto the premises.
- No liquor can be purchased or consumed by guests under the age of 18.
- No variation of any of these terms and conditions shall be valid unless agreed to in writing by both parties.

A-frame and freestanding banners are permitted. Under no circumstances may pegs be driven into any sport practise areas. **No branding shall be erected without supervision.**

- Décor/signage/branding must be packed, labelled and delivered to the club the day before the event, and removed immediately after the event, or collected before 10h00 the day after.
- I/We are responsible for full setup of external décor/branding at ICC, ICC does not take ownership of any external supplier equipment/décor/branding.
- The club will not be held responsible for any safekeeping of branding and/or décor.
- No person may drive a golf cart unless they are in possession of a valid driver's license.
- If an event must be postponed as a result of weather conditions such as severe rainfall, an alternative date will be provided suitable to both the organiser and ICC.

A R5 000 surcharge for course closure will apply to all quoted rates.

EVENT SERVICE PROVIDED

Aspects which will be covered by the ICC team would include the following:

- Confirmation of dates and clarification of requirements for venue availability, catering, décor arrangements etc.
- Assisting staff with the setup of the registration area to welcome your guests.
- Arranging for placement of branding in selected areas.
- Complete budgeting formalities with your company settling one invoice to ICC prior to the day.

We need your complete guest list (to ensure easy access at security) TWO DAYS prior to your event. *(Please include the names of any people who will be assisting as well as attending the prize-giving on the day.)*

The following will be provided for your event:

- Standard furniture
- Standard glassware
- Standard black or cream linen
- Standard PA system, Projector, Podium and prize table
- Standard cutlery and crockery will be provided.
- 1 x Waiter and 1 x barmen
- Prices are subject to change without notice.
- Bookings will only be accepted and confirmed once a 50% non-refundable deposit has been paid accompanied by a signed golf day agreement.

Final numbers for catering need to be confirmed ten (10) days prior to the scheduled event and an invoice will be issued for immediate payment; unless otherwise arranged through ICC Management

SIGN: _____

DATE: _____

Client Company Details:

Name of Company: _____

Date of the Event: _____

Company Address: _____

Postal Address: _____

VAT Number: _____

Contact Person: _____

Contact Number: _____

Email Address: _____

Our Banking Details:

Bank: Standard Bank

Branch: Lyttleton

Branch Code: 010945

Account Number: 011739754

Account Type: Cheque Account

Kindly send a copy of the proof of payment to info@irenecc.co.za

Indemnity:

Irene Country Club will not, under any circumstances whatsoever, be liable for any damages, loss or injury of any nature whatsoever and/or from whatsoever cause arising, which may be sustained by any person and/or In respect of any property, whilst in/or upon the Club's property.

Should you require any assistance, please do not hesitate to call the events manager on 012 667 1081. We look forward to seeing you at the Club and trust you will have a wonderful day with us.

PLEASE COMPLETE, AND INITIAL ON EACH PAGE AND EMAIL YOUR ACCEPTANCE OF THESE CONDITIONS AND A PROOF OF PAYMENT OF ALL KNOWN COSTS TO SECURE YOUR BOOKING.

I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THE CLUB

SIGNATURE

INITIALS AND SURNAME

DATE