



## **Irene Country Club, Event & Functions, Terms & Conditions**

This document serves as a binding contract between Service Provider and Organiser in respect with a golf day.

### **1. GENERAL TERMS AND CONDITIONS:**

The Organiser understand that:

- 1.1 The Organiser is personally responsible for my/our event and will ensure that a responsible person remains at the function until the last guest has departed
- 1.2 The Organiser is responsible to settle the account in full in accordance with the payment terms laid down by Irene Country Club (ICC) as per Section 2 below.
- 1.3 The Organiser is responsible for any damages caused by themselves or any of the guests attending the Event at the ICC's premises or property belonging to the ICC.
- 1.4 Children under the age of 12 years must be under responsible adult supervision for the duration of the function.
- 1.5 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.
- 1.6 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.
- 1.7 ICC will not be responsible for safekeeping of any property or goods brought onto the property by yourselves or your suppliers or agents.
- 1.8 The function venue will only be available two hours before the function or earlier by prior arrangement.
- 1.9 The Organiser is 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.
- 1.10 The Organiser accept that ICC may remove/sell 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.
- 1.11 All organisers and guests must strictly adhere to the Club's dress regulations as reflected in this agreement.
- 1.12 The Organiser understands that ICC cannot guarantee the weather or any act of mother Nature.
- 1.13 ICC reserves the right to cancel any booking without liability on it's part in the event of any damage to, or destruction of the venue by fire, or any other cause beyond control of the club, which shall prevent it from performing its obligations.

## 2. PAYMENT TERMS AND CONDITIONS:

**The Organiser** accept that:

- 2.1 To secure your event, signed Terms & Conditions should be received with 50% deposit payment within 5 working days, from receipt of initial quotation.
- 2.2 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.
- 2.3 The final number of guests and additional requirements must be confirmed in writing ten (10) days prior to the event.
- 2.4 ICC has the right to cancel any Event Bookings if the payment has not been made within the, above, stipulated dates.
- 2.5 Non-arrivals and cancellations will not be refunded on the day of the event.
- 2.6 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.
- 2.7 A minimum service fee of 10% of the total food & Beverage spend will be charged to your final event account.
- 2.8 The Organiser is responsible for all sponsors costs incurred at the event. (eg. Sponsor hole requirements, opened bar tabs etc.)
- 2.9 Cancellations must be made in writing, via email. No telephone cancellations will be accepted.
- 2.10 Cancellation notices received will be handled as follow.
  - 2.10.1 Notice received between 20 - 30 days prior to the event, 25% of the deposit will be forfeited.
  - 2.10.2 Notice received between 15 – 19 days prior to the event, 60% of the deposit will be forfeited.
  - 2.10.3 Notice received less than 15 days prior to the event, 100% of the deposit will be forfeited.

### 3. OTHER TERMS AND CONDITIONS (continued)

- 3.1 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 Golf/Events Co-ordinator.
- 3.2 Smoking is permitted only in designated areas.
- 3.3 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 22H00 in the evenings, as per municipal By-Laws.
- 3.4 Bad weather/lightning storms – one siren blast means that it is compulsory to take cover. Two siren blasts indicate that play can continue.
- 3.5 No outside beverage or food will be permitted onto the premises.
- 3.6 No liquor can be purchased or consumed by guests under the age of 18.
- 3.7 No variation of any of these terms and conditions shall be valid unless agreed to in writing by both parties.
- 3.8 A-frame and freestanding banners are permitted.
- 3.9 The Organiser is responsible for full setup of external décor/branding at ICC, ICC does not take ownership of any external supplier equipment/décor/branding.
- 3.10 The club will not be held responsible for any safekeeping of branding.
- 3.11 All suppliers/staff working at the event must be included in the total guest number with regards to beverage and catering requirements.
- 3.12 With a plated menu selection, The Organiser will be charged for additional staff.
- 3.13 Whilst ICC does have a backup generator, ICC will not be held liable for interruptions of any services in respect of water, electricity, sanitary facilities.
- 3.14 ICC may at its own discretion, change your venue if necessary.
- 3.15 No fixtures are to be moved or altered and nothing may be hung from any of the ICC ceilings or fixtures.
- 3.16 All candles used for events must be non-drip. ICC reserves the right to remove the candles if deemed necessary.
- 3.17 ICC does not permit wine to be supplied by client in that is presently on the Beverage menu. All wine brought in must be delivered 24hours prior to the event, subject to ICC having sufficient storage space available to accommodate your stock. ICC does not take responsibility for this stock while on ICC premises.
- 3.18 Corkage will apply for all wine brought onto premises. Cost to be advised on request.
- 3.19 Last rounds are called 30min prior to allocated event time.
- 3.20 Dietaries to be provided within ten (10) days prior to start day of event.

#### 4. EVENT SERVICE PROVIDED

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

- 4.1 Confirmation of dates and clarification of requirements for venue availability, catering, décor arrangements etc.
- 4.2 Assisting staff with standard venue setup.
- 4.3 Complete budgeting formalities with your company settling one invoice to ICC prior to the day.
- 4.4 Please note: a R65 fee per waiter per hour applies to all event bookings. Waiters are booked at a minimum of six (6) hours per waiter, due to labour law requirements.

The following will be provided for your Event:

- Standard event furniture
- Standard Club Linen
- Standard cutlery and crockery will be provided.
- PA System, Projector available at an additional cost.
- 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.

We need your Alphabetical 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 with setup such as décor providers etc.)

### Client Company Details:

Name of Company : \_\_\_\_\_

Date of Event : \_\_\_\_\_

Company Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VAT Number : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Email Address : \_\_\_\_\_

**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**

**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**

I \_\_\_\_\_ on behalf of \_\_\_\_\_ hereby confirm that I have read and understood the Terms and Conditions of Irene Country Club.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date