

Irene Country Club, Golf Day 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 themself/ourselves or any of the guests attending the Golf Day 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. Smart casual attire to be worn in the clubhouse. Collared golf shirts to be tucked in. No denims are permitted on the golf course. Please follow the link for the full Golf Dress Code.
- 1.12 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.

General Terms & Conditions Continue...../

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- 1.13 The Organiser understands that ICC cannot guarantee the weather or any act of Mother Nature.
- 1.14 ICC reserves the right to cancel any booking without liability on its 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 golf day 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 The Organiser is responsible for all sponsors costs incurred at the event. (e.g. Sponsor hole requirements, opened bar tabs etc.)
- 2.8 Cancellations must be made in writing, via email. No telephone cancellations will be accepted.
- 2.9 Cancellation notices received will be handled as follow.
 - 2.9.1 Notice received between 20 - 30 days prior to the event, 25% of the deposit will be forfeited.
 - 2.9.2 Notice received between 15 – 19 days prior to the event, 60% of the deposit will be forfeited.
 - 2.9.3 Notice received less than 15 days prior to the event, 100% of the deposit will be forfeited.

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3. OTHER TERMS AND CONDITIONS (continued)

- 3.1 Smoking is permitted only in designated areas.
- 3.2 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.
- 3.3 Bad weather/lightning storms – one siren blast means that it is compulsory to take cover. Two siren blasts indicate that play can continue.
- 3.4 No outside beverage or food will be permitted onto the premises, unless specific to sponsor/water holes – see details below.
- 3.5 No liquor can be purchased or consumed by guests under the age of 18.
- 3.6 No variation of any of these terms and conditions shall be valid unless agreed to in writing by both parties.
- 3.7 A-frame and freestanding banners are permitted. Under no circumstances may pegs be driven into any fairway and greens, including the practice putting green, the spikes may damage cabling or irrigation pipes. **No branding shall be erected without supervision.**
- 3.8 Banners/signage/branding must be packed, labelled, and delivered to the club the day before the event, by latest 14h00, and removed immediately after the golf day, or collected before 10h00 the day after.
- 3.9 Décor/signage/branding must be packed, labelled, and delivered to the club the day before the event, and removed immediately after the event.
- 3.10 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.
- 3.11 The club will not be held responsible for any safekeeping of branding.
- 3.12 Starting times must be strictly adhered to.
- 3.13 All players are required to keep up with the speed of play. The golf round should be completed in a maximum of five hours.
- 3.14 No private motorized, ride-on carts are permitted without prior permission. A golf cart trail fee of R70 per 18 holes will be charged for all private golf carts. No person may drive a golf cart unless they are in possession of a valid driver's license.
- 3.15 All suppliers/staff working at the event must be included in the total guest number with regards to beverage and catering requirements.
- 3.16 With a plated menu selection, The Organiser will be charged for additional staff.
- 3.17 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.
- 3.18 If a golf day 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.
- 3.19.a Deposit is non-refundable in the case above as this would serve as preparation fees for the day. (food & beverage, external golf carts etc.)

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4. SPONSORED WATERING HOLES

The hosting company is allowed 4 (four) sponsoring holes on the course.

If they wish to have more than 4, an additional fee of R750 per hole will be charged to the hosting company main invoice.

ICC does not accept any delivery of branding/items prior to the Golf Day.

Sponsor Holes can arrive on the day and will be escorted via a Marshal with their vehicle to their designated hole.

It's the sponsoring holes responsibility to setup and breakdown their own branding for the day. ICC reserves the right that should branding be left on site, it will unfortunately be disregarded two weeks after respective Golf Day.

Once the vehicle is at the designated hole, it is not allowed to drive up and down throughout the day, we have irrigation systems on our course and the Hosting company will be held liable for any damages or any additional fees of sponsoring holes that has not been settled.

The Hosting company will be allowed for deliveries 1 day prior to the Golf Day, only when prior arrangements has been made.

Food & Beverages for Sponsored Holes:

Sponsoring holes are more than welcome to be put in touch directly with the Events Manager to arrange beverages & snacks for their hole. events@irenecc.co.za

ICC & the sponsoring hole can arrange directly between one another for items and invoicing.

The sponsoring company has one of 3 choices with regards to beverages:

- Select items from ICC's beverage list, we will then ensure that the beverages/snacks get delivered in time prior to tee off. All beverage orders must please be made in quantities of 6 (six). Please note, that the name and authorised personnel must be provided to ICC and must be present on the day. We will ask for signature on goods received and returned to the club.
- Corkage. The sponsoring hole is allowed to opt for corkage fee of R2500. They are more than welcome to then bring in what they wish to. However, should this be their option, they must provide their own ice, ice tubs, tables and chairs for the day. They can however order ICE prior to the time with the Events Manager.
- Barter 1:1 – this agreement is mostly for suppliers that will be partaking in a Golf Day on ICC premises. If you bring in a case of beer you need to give a case of beer to Cursive. Please note that the beverages on barter agreement must be stock that Cursive stocks in our bars.

All beverage orders & arrangements must be done no later than 7 working days prior to the Golf Day. We can only stock a certain amount at the club, and we will not be able to assist on the day for top ups. ICC cannot guarantee stock items, this is dependent on external suppliers.

The sponsor hole must be manned throughout the day by a representative of the sponsor hole company.

ICC Marshals will roam throughout the day on the course in their Marshal Carts (red golf carts). Should you or your team need to come to the club house for bathroom facilities, food etc. they can make use of the Marshals. Sponsor holes to phone into the office if a Marshal doesn't isn't seen fast enough.

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If the sponsor hole ordered ice, we do two trips throughout the day. First trip with ice on the stock that you have received and sign for, second trip 2.5 hours into the day.

Sponsoring companies must arrive at the course 2 (two) hours prior to tee off. This is to ensure sufficient time to setup the course and deliver stock if needed.

No golf carts are reserved for sponsor holes unless the Hosting Company has arranged additional golf carts specifically for them.

There is one public bathroom on the course, which is situated at hole 3. The holes that are close to it are as follow: 4, 5, 6, 16, 17, 18 – it's close but still a distance to walk.

5. For those occasions when the companies/charities want the course all to themselves, we offer a **Full Field Option for groups!**

- 5.1 Corporate Golf Days/Group Bookings are allowed on Mondays, Tuesdays, Thursdays, Fridays, and Sunday Afternoons

Our rates are as follow:

Corporate Full Field	:	R65 000.00 full field
Group 41 – 79	:	R430.00 per player
Group 20 – 40	:	R450.00 per player

- 5.2 Irene CC understands the need for and importance of Charity Golf days, we therefor provide Charities with a full field rate on Mondays and Tuesdays.

Charity Rate (Full Field) : R55 000.00

- 5.3 **A R20,000.00 surcharge for course closure will apply to all quoted rates.**

- 5.4 **R6,5000.00 shotgun fee will apply if shotgun start is required**

- 5.5 There must be a minimum number of 80 players. If this minimum cannot be met, the club may open the field for morning bookings.

- 5.6 Deposits for this type of event will be 100% of the total green fees due.

- 5.7 These events will be restricted to being held on weekdays only (excluding Wednesdays and public holidays).

6. GOLF CARTS

- 6.1 ICC has 40 carts available, seating two players only.

- 6.2 Cart-hire fees per cart – R550

- 6.3 Golf carts must be reserved prior to the Golf Day

- 6.4 Golf carts booked are the responsibility of the drivers of the cart and all drivers are to sign an indemnity document with the Golf Operation staff prior to receiving the key. If a cart is damaged, the driver/company will be held liable for repairs.

- 6.5 **Should you require additional carts you may contact our Golf/Events Manager who can assist in sourcing a quotation from preferred suppliers.**

- 6.6 Final numbers must be confirmed ten (10) DAYS PRIOR to the golf day.

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7. CADDIES

- 7.1 The minimum caddie fee is R350 which includes a meal for R50 and caddie administration fee.
- 7.2 A tip, paid to the caddie directly, is optional and payment for caddies will be for the players own account unless otherwise arranged by the sponsor of the day or ICC Management.
- 7.3 Caddies are not employed by ICC itself but are engaged by golfers who might require their assistance when playing golf.
- 7.4 The safety of personal effects is the responsibility of the player.
- 7.5 No outside caddies are permitted on the course.

8. GOLF SERVICE PROVIDED

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

- 8.1 Confirmation of dates and clarification of requirements for tee off times, catering, caddie arrangements etc.
- 8.2 Assistance with Check lists to ensure all aspects of the golf day is covered.
- 8.3 Compilation of time sheet.
- 8.4 Assisting staff with the setup of the registration area to welcome your guests.
- 8.5 The order of play and starting of the field.
- 8.6 Arranging for placement of branding in selected areas.
- 8.7 Complete budgeting formalities with your company settling one invoice to ICC prior to the day.
- 8.8 The club Marshalls do have authority over speed of play and must always be respected.
- 8.9 ICC can assist with scoring at an additional cost of R480 to assist with determination of prize winners

We need your complete tee-off time sheet for players/Alphabetical guest list (to ensure easy access at security) TWO DAYS prior to your golf day. *(Please include the names of any people who will be assisting as well as attending the prize-giving on the day.)*

9. The following will be provided for your prize giving:

- 9.1 Standard furniture
- 9.2 Standard Linen
- 9.3 Standard cutlery and crockery will be provided.
- 9.4 Numbers are limited to a maximum of 144 players (shotgun start)
- 9.5 Prices are subject to change without notice.

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Additional Event cost and information:

- a) Should a private venue be required a venue hire fee will be charged, venue dependant on availability.
- b) A handling fee will apply to any additional linen requirements (tablecloths, serviettes, chair covers, etc.).
- c) Please note: an additional fee of R2000.00 per hour will be charged for every hour bar needs to be open after 23:00.

Final numbers for golf and 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

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

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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

Initial: _____