



# EVENTS *Brochure*

2026



## HOUGHTON GOLF CLUB

Osborn Road, Corner Grant Avenue, Houghton  
Tel: 011 728 7337 | Email: [events@houghton.co.za](mailto:events@houghton.co.za)

# TABLE OF CONTENTS



## THE VIEW VENUE

PAGE 4

The View Venue truly lives up to its name—a spacious setting offering sweeping, breathtaking views of the 18th hole. Perfect for any occasion, it combines elegance with a stunning backdrop.



## THE EXECUTIVE SUITE

PAGE 5

The Executive Suite offers a luxurious and comfortable space, perfect for hosting your next function in style and sophistication.



## MENUS

PAGE 6

Some say the most important part of any function is the food—don't worry, we've got you covered with a menu that's sure to impress!

# TABLE OF CONTENTS

## BEVERAGES & WAITERS

PAGE 7

Our team of highly trained and passionate individuals will go above and beyond to ensure your event is truly unforgettable.



## DECOR

PAGE 8

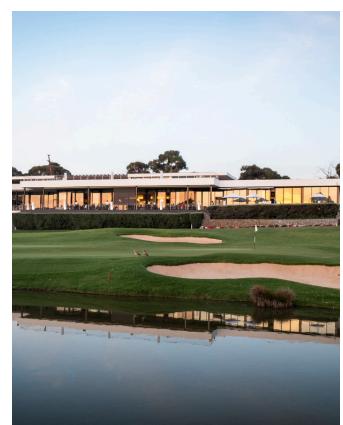
Let us bring your vision to life with our wide range of décor options, tailored to suit any style or theme.



## TERMS & CONDITIONS

PAGE 9

Stay informed and prepared! Familiarize yourself with all the details of your function by reviewing our terms and conditions. Ensure a smooth and hassle-free experience for your special day.



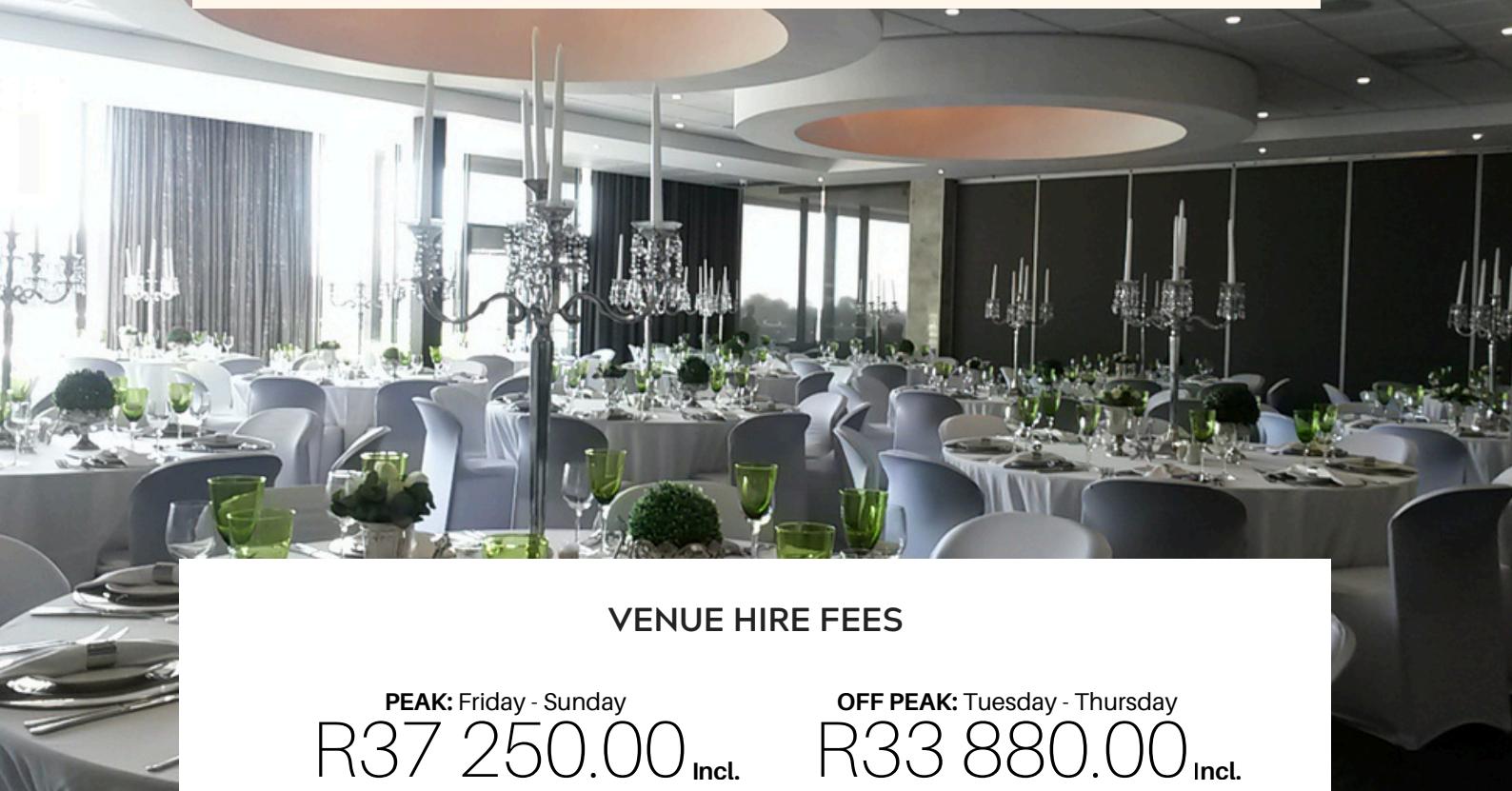
# YOUR SPECIAL DAY

---

Let us create an unforgettable event just for you! With seamless planning, exceptional service, and attention to every detail, we'll ensure your day is nothing short of extraordinary, leaving you and your guests with cherished memories.



# THE VIEW VENUE



## VENUE HIRE FEES

**PEAK:** Friday - Sunday

**R37 250.00** Incl.

- Saturday functions are restricted to start from 3pm.

**OFF PEAK:** Tuesday - Thursday

**R33 880.00** Incl.

## SEATING CAPACITY

Cocktail Style

**300 Guests**

Round Tables

**250 Guests**

Cinema Style

**250 Guests**

## INCLUSIONS

- 25 x 10 Seater round dinner tables
- 10 x Cocktail tables
- 250 x Black dining room chairs
- Standard white linen napkins
- Standard black linen tablecloths
- Standard cutlery, crockery and glassware
- Projector, screen and PA system
- Bar counter
- Patio Space

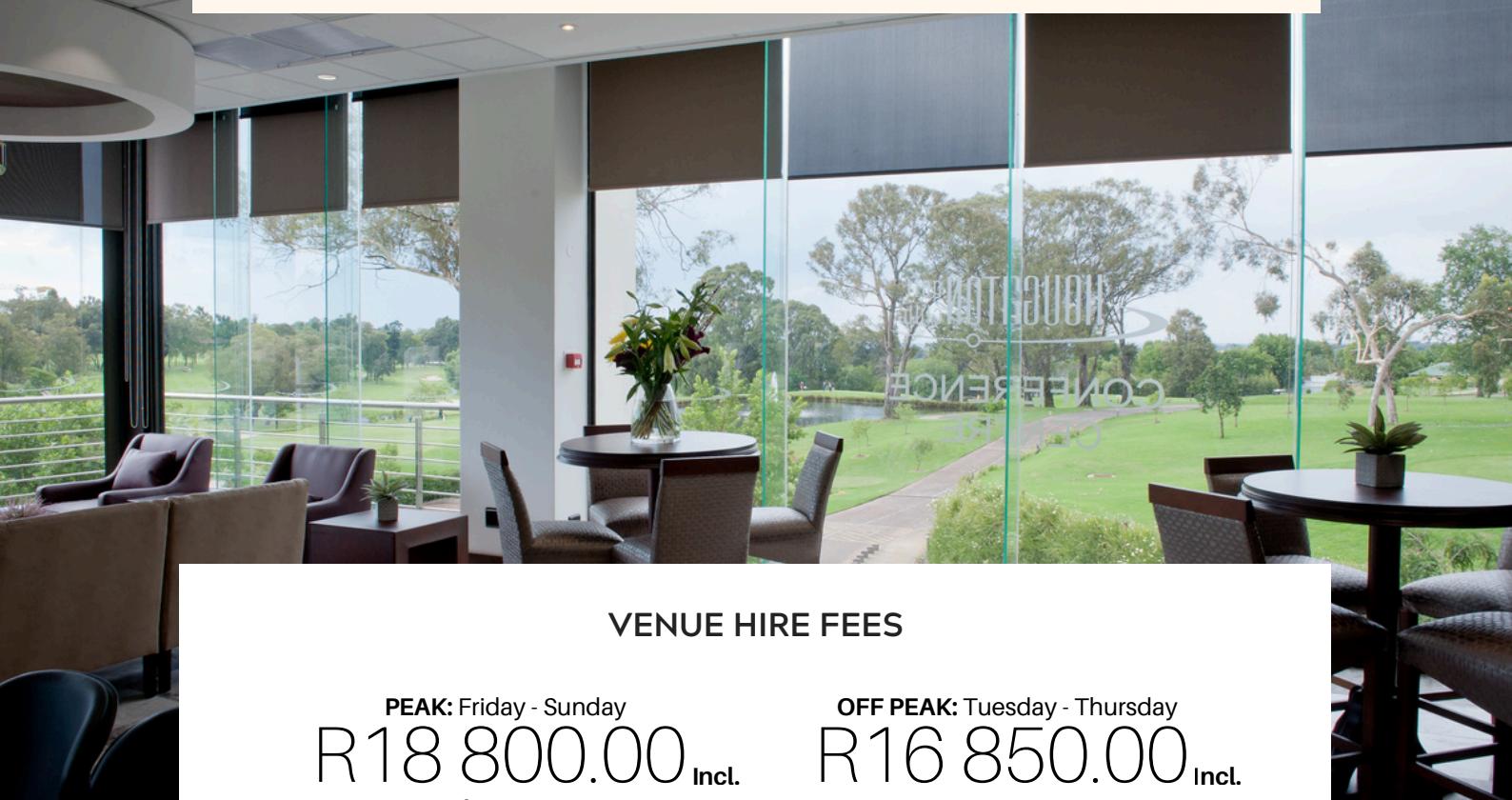
**The venue will be available from 06:00. Patio doors close at 20:00, and the venue closes at 24:00.**

**Use of the Restaurant Lounge area is not permitted for functions.**

For functions that end after 24:00, a flat surcharge of R4,000.00 per hour will apply, excluding the additional charge for waiters.

Set-up time must be agreed upon with the Events Coordinator. Striking down must take place immediately after the function and be completed by 01:00.

# THE EXECUTIVE SUITE



## VENUE HIRE FEES

**PEAK:** Friday - Sunday  
**R18 800.00** Incl.

- Saturday functions are restricted to start from 3pm.

**OFF PEAK:** Tuesday - Thursday  
**R16 850.00** Incl.

## SEATING CAPACITY

Cocktail Style	<b>90 Guests</b>
Round Tables	<b>70 Guests</b>
Cinema Style	<b>65 Guests</b>
Classroom	<b>40 Guests</b>

## INCLUSIONS

- 7 x 10 Seater round dinner tables
- 10 x Cocktail tables
- 70 x Black dining room chairs
- 60 x Black leather dining chairs
- Standard white linen napkins
- Standard black linen tablecloths
- Standard cutlery, crockery and glassware
- Plasma TV's and PA system
- Patio Space

The venue will be available from 06:00. Patio doors close at 20:00, and the venue closes at 24:00. Use of the Restaurant Lounge area is not permitted for functions.

For functions that end after 24:00, a flat surcharge of R4,000.00 per hour will apply, excluding the additional charge for waiters.

Set-up time must be agreed upon with the Events Coordinator. Striking down must take place immediately after the function and be completed by 01:00.

# MENUS

## OUR MENUS

We offer a wide variety of menu options to suit your event. Should you have specific preferences, our Executive Chef can design a custom menu tailored to your specifications.

To ensure every detail aligns with your vision, a meeting will be arranged with our chef to discuss your requirements.

Please note that menu pricing is subject to change without prior notice.

## EXTERNAL CATERING

### External Catering Policy:

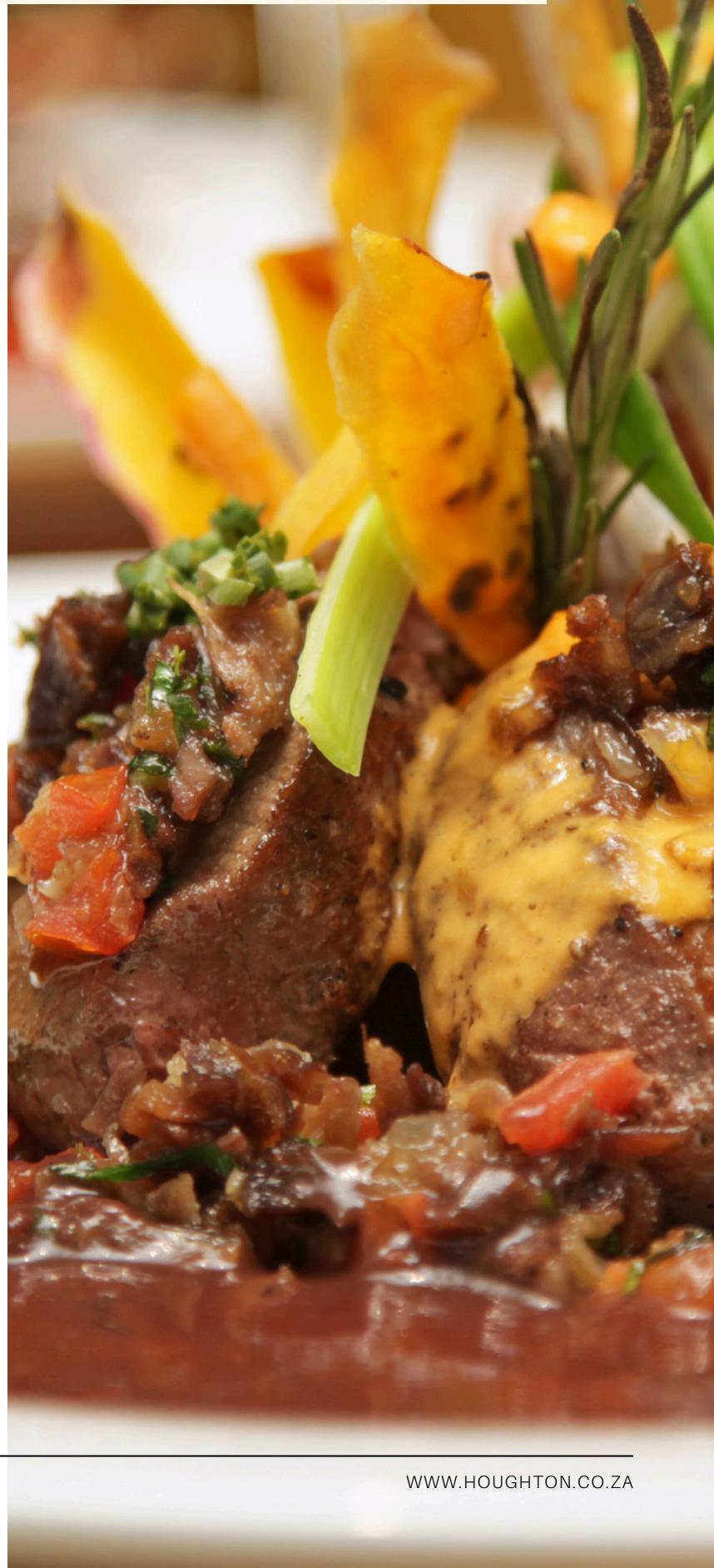
- External caterers are ONLY permitted for religious reasons (i.e. Kosher/Halaal) and are subject to the discretion of HGC.

### External Catering Surcharge:

- R150.00 per adult.
- R120.00 per child under 12 years old.

### Requirements for External Caterers:

- External Catering Companies must be certified and hold a valid Health & Safety Certificate.
- External caterers are granted access to the Preparation Kitchen to set up their satellite kitchen, provided their function permits it.
- If multiple functions occur on the same day, HGC will endeavor to accommodate the external caterer.
- HGC can provide trestle tables for use by the caterer.
- The caterer is responsible for the setup and breakdown of the trestle tables and their own equipment.
- The caterer must provide their own equipment, bins, and clear the area afterward.
- External caterers must provide their own chafing dishes, crockery, cutlery, serving dishes, spoons, and tablecloths for the satellite kitchen and buffet setup.
- Clean-Up Responsibility: The caterer must leave all kitchen and working areas in the same clean condition as they were found.
- Outdoor Cooking: When using outdoor braai or cooking facilities, surfaces must be protected, and all areas must be cleaned afterward.



# BEVERAGES & WAITERS

## BEVERAGES

### Beverage Policy:

- All beverages must be purchased from HGC. No external beverages are allowed, except for personal branded waters.
- Events are quoted per head for drinks and invoiced based on actual consumption after the event if you prefer not to operate a cash bar.
- On your instruction, we offer the following beverage options:
  - **Premium Full Bar:** High-end products
  - **Standard Full Bar:** Hard and soft beverages
  - **Local Bar:** Only beers, ciders and wines - No hard liquor
  - **Non-Alcoholic Bar:** Soft drinks, waters, juices, and non-alcoholic beverages

### The above bar options can also operate as a Kosher Bar.

- A request can be made for certain items to be excluded from the bar list.
- Clients are welcome to set a limit on the total bar expenditure for their account, with the full bar amount paid in advance.
- To maintain control of the bar account, regular reconciliations will be supplied throughout the event.
- A current list of bar prices is available upon request.
- Should you wish to bring in an external bar service company, HGC will still provide all beverages, while the bar service company will be responsible for supplying specialty glassware and garnishes.
- If an external beverage station is brought in through your supplier, the following surcharges will apply:
  - R3 000.00 flat fee for a non-alcoholic welcome station or for a tea and coffee station.

This fee applies individually to each station, not both.

## WAITERS

### Waiter Service Policy:

- HGC will provide the waiters.
- Waiters are quoted at 7 hours and charged based on actual hours worked, with a minimum charge of 7 hours. Extra hours are charged at R140.00 per hour.
- **Outside wait staff are not permitted on the premises.**
- The number of waiters provided is non-negotiable as it is essential to ensure the smooth running of your event.
- Waiters will commence 1-2 hours prior to the event for set-up and will finish after the event.

Waiters are charge per hour on the following ratio:

- Buffet: 1 per 15 guests
- Plated: 1 per 10 guests
- Canapés: 1 per 15 guests
- Barman: 1 per 50 guests

### Security and Locker Room Attendant Policy for Barmitzvah & Batmitzvah:

- HGC requires Security Staff and Locker Room Attendants for Barmitzvah and Batmitzvah events.
- Security Staff: 2 staff members at a rate of R400.00 per hour (inclusive of VAT) per staff member.
- Locker Room Attendants: 2 staff members at a rate of R400.00 per hour (inclusive of VAT) per staff member.



# DECOR



HGC can provide any additional décor or centerpieces you may require for your event. Our team will work closely with you to ensure that every detail aligns with your vision and budget.

Clients are also welcome to supply their own décor, as long as everything adheres to the club's specifications.

A meeting with the Decor Company, client, and HGC must be set up prior to the event to discuss all décor details and ensure everything is in place for a seamless setup.

## SET UP

- Set-up/deliveries to be arranged with management in advance.
- No permanent alterations are allowed (nails or hooks in the walls, roof or frames, etc.)
- Any damage/loss of HGC property (including linen) beyond reasonable wear and tear will be charged to the client for accordingly.

Setup time will be agreed upon with the HGC events team, and striking down will take place immediately after the function, to be completed by 01:00 AM.

**Please note, any after-hours setup and breakdown will be charged at an hourly rate of R4,000.00, excluding the additional charge for waiters.**

# TERMS & CONDITIONS

## FUNCTION SHEET

Your requirements must be updated on the function sheet provided by the event coordinator and not in an email.

Your final function sheet is due **7 days** before the event and a final invoice for payment will be sent to you.

All prices and services are subject to change without due prior notice.

I hereby accept the above terms and conditions.

-----  
Name and Signature      Date

Once the deposit is received we take this as confirmation that you agree with our T&C on our events brochure even if you have not signed it.

## DEPOSIT

The date you have requested will be booked once:

- The Venue Hire and Refundable Breakage Deposit are received in our account.
- Confirmation of your booking will only be confirmed once we have received your proof of payment.
- The balance of the invoice is to be paid 7 days before the event.

## CANCELLATION

Should you cancel your event within the below times then you will forfeit the following % of your deposit.

Prior to 3 months = 0% of the full deposit  
Within 3 months = 50% of the full deposit  
Within 2 months = 75% of the full deposit  
Within 1 month = 100% of the full deposit

## BANK DETAILS

Name of Account: Houghton Golf Club  
Bank: First National Bank  
Branch code: 250542  
Account number: 62782576585

## GENERAL RULES

- The use of confetti and fireworks is not permitted.
- Noise and loud music will not be permitted in the driveways, parking areas, roof top and course.
- Local municipality laws pertaining to music must be followed.
- HGC is, by law, a non-smoking venue. Guests may only smoke in the designated outdoor areas, where ashtrays are provided.
- Reporters or Press Representatives may only be present in their private capacity and no press reports or films may be released without the approval of The Houghton Golf Club CEO.

## RISK | LOSS | DAMAGE

### Houghton Golf Club:

Shall not be liable for damage or loss of goods which have been supplied by the client or outside hiring companies to The Houghton Golf Club and accordingly, the client indemnifies The Houghton Golf Club against all and any claims in respect thereof. Shall not be liable for any damage or injury caused by whatsoever nature and howsoever arising and/or suffered by the client or any person attending the function, and/or any third party, and the client indemnifies and holds The Houghton Golf Club harmless against any such damage and/or injury that may be suffered by the client, any person attending the function and/or any other third party. Shall not be liable for any damage caused to any vehicles belonging to the client and/or other third parties except insofar as the damage is caused intentionally or the

Houghton Golf Club is grossly negligent in causing such damage. Accepts no liability for any loss, damage or consequential loss caused by Houghton Golf Club's failure to perform its obligations whether the failure is due to negligence on the part of Houghton Golf Club, its officers, its employees or sub contractors or due to any other causes). Neither Houghton Golf Club, its members, officers, employees or sub-contractors shall in any way, manner or form be liable under any circumstances for any loss or damage of any nature, including loss of profits, loss of business, or for any indirect, special, incidental or consequential damages of any kind in respect of these terms and conditions or otherwise, even in the event that The Houghton Golf Club has been advised of the possibility of damages. Reserves the right to claim from the client for any damage or damages caused to The Houghton Golf Club property



H O U G H T O N   G O L F   C L U B