



100

Years of Extraordinary Living!

2024

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**EVENT BROCHURE**

**HOUGHTON** golf club

## VENUES:

## VENUE HIRE:

## INCLUDED:

### Executive Suite & Patio

Seating Capacity

- o Cocktail Style 100
- o Round Tables 70
- o Cinema Style 65
- o Classroom 50

**PEAK:** Friday - Sunday

R16 390.00

**OFF PEAK:** Tuesday - Thursday

R14 900.00

- o 7 x 10 Seater round dinner tables
- o 10 x Cocktail tables
- o 70 x Black dining room chairs
- o 60 x Black leather dining chairs
- o Standard white linen napkins and tablecloths
- o Standard cutlery, crockery and glassware
- o Projector, screen, plasma TV and PA

### The View & Patio

Seating Capacity

- o Cocktail Style 300
- o Round Tables 250
- o Cinema Style 310
- o Classroom 200

**PEAK:** Friday - Sunday

R30 800.00

**OFF PEAK:** Tuesday - Thursday

R28 000.00

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

### The Deck

Seating Capacity

- o Cocktail Style 300
  - o Round Tables 250
- No loud music is permitted only background music

R14 000.00

- o 25 x 10 Seater round dinner tables
- o 5 x Cocktail tables
- o 250 x Black dining room chairs
- o Standard white linen napkins and tablecloths
- o Standard cutlery, crockery and glassware
- o HGC hired equipment optional and extra:  
Stretch tent, lighting, sound and equipment

Patio doors close at 20:00 and at 24:00 the venue closes.

For functions that end after 24:00, a flat surcharge of R3 630.00 per hour will apply which excludes the additional charge for waiters.

Set up time to be agreed on with the Events Coordinator & Striking down is to take place directly after the function and be complete by 01:00am

# MENUS

Our function menus can be shared on request. Menus can be designed by our Executive Chef upon request and can be tailor made to your specifications.

A meeting will be set up with you and our chef to discuss your event.

Menu pricing can change at any given time.



# EXTERNAL CATERERS

- External caterers are ONLY allowed for religious reasons (i.e. Kosher/Halaal) and ONLY at the discretion of HGC.
- External Catering Surcharge: R140.00 per person
- External Catering Companies must be certified and have a Health & Safety Certificate.
- External caterers have use of the Preparation Kitchen to set up their satellite kitchen function permitting. Should we have more than one function per day, we will endeavor to accommodate you. HGC can provide trestle tables. The caterer is responsible for the setup and breakdown of these trestle tables and their own equipment. The caterer needs to provide their own equipment, bins and clear the area afterward.
- External caterers need to provide their own chafing dishes, crockery, cutlery, serving dishes spoons, table cloths for satellite kitchen, and buffets.
- External caterers need to provide staff to serve buffets under Covid restrictions
- If an external beverage station is brought in through your supplier the below surcharges will apply:  
R1 600.00 flat fee non-alcoholic welcome station surcharge & for a tea and coffee station.  
This fee is R1600 for each and not both.

# BAR

- HGC always provides the bar.
- All beverages are to be purchased from HGC.
- All events are quoted per head for drinks and then invoiced on consumption after the event.
- On your instruction we operate a Premium Full Bar, Standard Full Bar, Wine and Malt Bar or Soft Drink Bar, 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 and the full bar amount must be paid in advance.
- In order to maintain control of this account, we will supply a regular reconciliation of the bar account for the duration of the event.
- A current list of bar prices is available on request.
- HGC are able to run a cash bar in the Dining Room and Lounge Area.
- Should you wish to bring in a bar service company, HGC will provide all beverages and the bar service to provide specialty glassware and garnishes.

# WAITERS

HGC will provide waiters at R132.15 per hour incl vat. We do not allow outside wait staff. The amount of waiters is non negotiable as this is imperative to the smooth running of your event.

Waiters commence 1-2 hours prior to the event for set-up and finish. Waiters are quoted at 7 hours and charged after the event on actual hours worked, no less than 7 hours.

HGC insists on Security and Locker Room attendants for Barmitzvah and Batmizvah at R350.00 - per hour incl vat.

Security Staff :2 per Barmitzvah/Batmizvah

Locker Room Attendants : 2 per Barmitzvah/Batmizvah

# DECOR

Clients are welcome to supply their own decor, provided that everything is within club specifications.

A meeting with the Decor Company, client and HGC will have to be set up before the event to discuss decor details.

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 for accordingly.

Set up time to be agreed on with the Events Coordinator & Striking down is to take place directly after the function and be complete by 01:00am. After hours set up and break down will be charged for on an hourly rate of R3 000.00 per hour.

# SERVICE PROVIDERS

Below are our recommended service provides. You are welcome to bring in your own service providers.

## Caterers:

Angel Foods	Kosher	Jody
Food by Flavours	Kosher	Delores
Love is in the kitchen	Kosher	Estelle

Crystal Leaf	Halaal	Amiena
The Unusuals	Halaal	Aadil
Decadant Events	Halaal	Muizz

## Decor

Seating Plan	Marcelle
Crystal Leaf	Amiena
Flower & Garden Shed	Natalie
Just Go with It	Sean

## Photographers

Bright Liquid Lights  
Splendid Productions  
Alexander smith  
Photosauce



## GENERAL RULES

- The use of confetti and fireworks is not permitted.
- Noise and loud music will not be permitted in the driveways, parking areas and course.
- Guest list must be provided the day before the event for security procedures at the gate.
- 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.

## CONTACT US

011 728 7337  
 events@houghton.co.za

## 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.

o 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

## CONFIRMATION & PAYMENT

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 FEES

- Within 3 months = 50% of the full deposit
- Within 2 months = 75% of the full deposit
- Within 1 month = 100% of the full deposit
- If Covid regulations, at the time, restrict you from having your event, we offer a 100% refund or a full postponement.

- Name of account: Houghton Golf Club
- Bank: First National Bank
- Branch code: 250542
- Account number: 627 8257 6585
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- All prices and services are subject to change without due prior notice.
- I hereby accept the above terms and conditions.
- \_\_\_\_\_
- \_\_\_\_\_
- Name and Signature Date



H O U G H T O N   G O L F   C L U B