COVID

Kindly note that the Covid Regulations in place at the time of your event will apply and room capacity will vary for the brochure.

A STEP INTO THE EXTRAORDINARY

CONTACT US

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HOUGHTON GOLF CLUB

Events Brochure

Venues	Venue Hire			Included:
Executive Suite & Patio				
Seating Capacity		Half Day AM	08:00-12:00	R 6784.00
o Cocktail Style	60	Half Day PM	12:00-17:00	R 10176.00
o Round Tables	70	Full Day	08:00-17:00	R13568.00
o Cinema Style	80	Evening	17:00-24:00	R13568.00
o Classroom	45	Refundable Breakage Deposit		R4000.00
				o 7 x 10 Seater round dinner tables
				o 5 x Cocktail tables
				o 70 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		Half Day AM	08:00-12:00	R12725.00
o Cocktail Style	300	Half Day PM	12:00-17:00	R19090.00
o Round Tables	250	Full Day	08:00-17:00	R25460.00
o Cinema Style	310	Evening	17:00-24:00	R25460.00
o Classroom	200	Refundable Breakage Deposit		R9000.00
				o 25 x 10 Seater round dinner tables
				o 8 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		Half Day AM	08:00-12:00	R12800.00
o Cocktail Style	300	Half Day PM	12:00-17:00	R12800.00
o Round Tables	250	Full Day	08:00-17:00	R12800.00
No loud music is permitted only background music		Evening	17:00-24:00	R12800.00
		Refundable Breakage Deposit		R9000.00
				o 25 x 10 Seater round dinner tables
				o 8 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 - Venue will close 2 hours before Covid curfew regulations at the time
For functions that end after 24:00, a flat surcharge of R3 000.00 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

Attached are our standard menus.
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.

External Caterers

- External caterers are ONLY allowed for religious reasons (i.e. Kosher/Halaal) and only at the discretion of HGC.
- External Catering Surcharge R80.00 per person for dinner and R60.00 per person for lunch. Children's Surcharge is R40.00 per child.
- 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. 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
  R2 500.00 flat fee alcoholic welcome station surcharge

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 R100.00 per hour incl vat.

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.

We quote on the following ratio

Buffet	1 per 15 guests
Plated	1 per table (8 pax)
Canapés	1 per 20 guests
Drinks waiters	1 per 30 guests
Barmen	1 per 30 guests

HGC insists on Security and Locker Room attendants for Barmitzvah and Batmizvah at R250.00 - 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.

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.

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 Coivd restricts 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