

PAROW GOLF CLUB

VENUE RESERVATION FORM

GUEST INFORMATION

Full Name:

Address:

Contact Details:

Email:

BOOKING INFORMATION

Event Name:

Event Date:

Number of Attendees:

Start Time:

End Time:

Golf Day

Corporate

Other

VENUE INFORMATION

Set Up Style

U-Shape

Classroom

Theatre

Boardroom

Other (please specify):

Technical Set up

Projector

Screen

PA System

Number of people seated per table.

8 people

10 people

Please confirm:

Dance Floor

Cash Bar

CATERING INFORMATION

Starter:

Serving Time:

Main Course:

Serving Time:

Dessert:

Serving Time:

PAYMENT INFORMATION

Person Responsible for Payment (NAME):

Contact Details:

Date of Payment	Amount	Reason for Payment

TERMS AND CONDITIONS

Our Responsibilities

We Are a Fully Serviced Function Venue, Subject to the Terms of this Agreement, We Will Provide to you the Selected Venue/Room, Between the Stated Start and Finish Times, Together with The Agreed Catering, Beverages, Staffing and Equipment as Indicated on the booking form.

Your Responsibilities

To Ensure the Venue is Respected, The Hirer is Responsible for:

1. The Behavior of the Guests Always.
2. Ensuring the Safety of the Guests and Ensuring the Hirer s Guests Conduct themselves so as not to Expose themselves to Risk or Harm.
3. Ensuring the Venue Facilities and Equipment are not Left Abused or in a Damaged Condition.
4. Ensuring the Function (and any Packing Down that must be done) Finishes Within the Designated Venue hire Period and that any Decorations and Hire Equipment are removed at the Conclusion of the Function.
5. Any Damage to the Venue Property incurred During the hire Period is to the cost of the Hirer.
6. Any Lost, Broken or Missing Equipment will be charged at a Replacement Cost and is to the Cost of the Hirer.

Lost And Found

Parow Golf Club takes no Responsibility for Personal Effects and Possession Left on the Premises During or After any Function. We do However, maintain a Lost and Found and will Hold Recovered Items up to 7 days. Every Attempt will be made to return any Recovered Items to its Rightful Owner.

Supply of Liquor

Parow Golf Club has a full Liquor License our Venue Closes at 11pm should you wish to Extend the Duration of your Event: An Additional fee of R200.00 per bar crew for hirer account. The Venue will Close Strictly no Later than 02h00. A Corkage Fee of R30.00 Per Bottle is Payable.

Payments And Deposit

A 50% Deposit is Required to Secure the booking. All Deposits is Payable to Parow Golf Club ABSA Current Account 390610920 BC 632005 Ref Invoice no or name and surname.

Please note.

Only in-house catering is allowed. **During Load Shedding** Function area lights are rechargeable, the club generator is switched on only to power POS System and Server unit Only.

☒The Clients (“function holder’s”) reservation will be affected upon receiving a signed copy of these Terms and Conditions, a completed Reservation Form, and the payment of the deposit.

- **☒All prices quoted are inclusive of VAT at 15%.**
- **☒The final number of guests must be sent to us a full week before your function for catering purposes. Please note that this number may not decrease. You may however increase the number of guests by letting us know no later than 24 hours before your function.**
- **☒The venue is only available on the day the venue has been reserved for as specified in the reservation and hire form. Should you, or your representative, require prior entry for setup, additional charges may be applicable.**
- **☒Cancellations will only be accepted by email to catering@parowgolfclub.co.za**
- **☒No verbal cancellations will be accepted.**
- **☒Venue hire for Sundays and Public Holidays will carry a surcharge of R.....**

DEPOSIT REQUIRED

- **☒A 50% deposit is required to secure your booking.**
- **☒We will hold the provisional booking for seven (7) days, until a signed copy of this Agreement is received along with the Reservation Form**
- **☒Provisional bookings will be released without notification, should you fail to make payment of the deposit and provide PAROW GOLF CLUB with the necessary documentation as stated above, the cancellation policy will be binding.**
- **☒Balance hire charges is payable one (1) week prior to the event failing which the function will be cancelled, the initial deposit will be forfeited.**
- **☒Banking details for all payments are as follows:**

Bank: ABSA Branch: Parow

Branch Code: 630632 Account Number: 9095124577 Account Type: Call

CANCELLATION POLICY

The following cancellation fee will be charged by PAROW GOLF CLUB to the Client, in the event of cancellation of any advance reservation or booking.

- **☒30 Days prior to event a 25% cancellation fee will be levied on the full value of the quotation.**
- **☒14 Days prior to event a 50% cancellation fee will be levied on the full value of the quotation.**
- **☒7 Days prior to event a 75% cancellation fee will be levied on the full value of the quotation.**
- **☒6 Days or less prior to event a 100% cancellation fee will be levied on the full value of the quotation.**

Initial.....

THE PREMISES

- **☒The premises shall always be under the control of Parow Golf Club owners who reserves the right to impose any terms and conditions in addition to those contained herein, as they may deem necessary, to ensure the rights of other visitors/members of Parow Golf Club.**
- **☒The function holder agrees to ensure the safety of their guests and that said guests conduct themselves so as not to expose themselves to any risk or harm.**
- **☒Should you choose a smaller function the premises are not fully private. We will, however, ensure that you have your own “Private” buffet station, toilets etc.**
- **☒There are limitations to amplified music. All music both amplified and unamplified must be restricted to the inside of the Restaurant premises. Under no circumstances may PA speakers be directed to or placed on the outside of the building (unless by prior arrangement with Parow Golf Club Management). All music must be turned down by 24h00 and must be kept at an acceptable volume that does not cause disruption or disturbance to the surrounding/neighbouring area.**
- **☒Parow Golf Club will not be held responsible for any reason whatsoever for the non-functioning of any equipment brought on to the premises by the function holder.**
- **☒Parow Golf Club and/or its staff will under no circumstances be liable for the loss, damage and/or theft of any property of the guests attending the function.**

CATERING

Only in house catering is permitted. Function hire includes table clothes, cutlery & glasses.
Venue hire fee excludes flowers & decorations.

SUPPLY OF LIQUOR

- **☒Parow Golf Club holds a full Liquor Licence. Our Venue closes at 24h00 (midnight). Should you wish to extend the duration of your event, an additional fee of R200 per bar crew will be charged. The venue will close strictly no later than 02h00.**

LOADSHEDDING

In the event of loadshedding, function area lights are rechargeable. The club generator will be switched on to only power the POS System & Server unit only.

INDEMNITY

- **☒The function holder indemnifies Parow Golf Club for any claims for damages, injury or loss by any person(s), including its guests, arising out of the function held at the premises.**
- **☒The client will be responsible for the safe keeping of, or damage caused to Parow Golf Club by their attendees.**
- **☒If your décor/items left on the premises for more than two days after your function a storage fee will apply. We will only retain your property for a maximum of 1 week it will then be sold to cover costs incurred.**
- **☒The function holder agrees to ensure that the function (including setup & pack up) is completed within the designated venue hire times.**

Initial

YOU HEREBY AGREE, AS A CONDITION OF YOUR OCCUPATION OF The Premises THAT PAROW GOLF CLUB AND THE OWNER, MANAGER OF THE PREMISES AND THEIR AFFILIATES AND RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS AND REPRESENTATIVE (COLLECTIVELY "PAROW GOLF CLUB") SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY ACCIDENT OR ANY INJURY OR DEATH OF ANY PERSON OR THE LOSS OR DESTRUCTION OF OR DAMAGE TO ANY PROPERTY, WHETHER ARISING FROM FIRE, THEFT OR ANY OTHER CAUSE WHATSOEVER AND BY WHOMSOEVER CAUSED OR ARISING FROM THE NEGLIGENCE OR WRONGFUL ACTS OR OMISSIONS OF PAROW GOLF CLUB. YOU ACCORDINGLY HEREBY IRREVOCABLY AND UNCONDITIONALLY INDEMNIFY AND AGREE TO HOLD HARMLESS PAROW GOLF CLUB IN RESPECT OF ANY RESPONSIBILITY AND/OR LIABILITY AS AFORESAID.

BREACH

1. The terms and conditions of this agreement are all deemed to be material and should the function holder be in breach of any of these terms and conditions, PAROW GOLF CLUB will be entitled to:

- Cancel the function forthwith.
- Claim the full hire charges and retain the deposit;
- Claim any damages it may have suffered as a result of the breach.

2. The interest payable to PAROW GOLF CLUB for any money outstanding will be calculated at the prime overdraft rate. SEVERABILITY If any particular provision and/or term of this Agreement is found to be defective or unenforceable or is cancelled for any reason (whether by any competent Court or otherwise) then the remaining provisions and/or terms shall continue to be in full force and effect. Each provision and/or term of this Agreement shall accordingly be construed as entirely separate and separately enforceable in the widest sense from the other provisions and/or terms hereof. On acceptance of the above please sign and email to catering@parowgolfclub.co.za A pro-forma invoice for the reservation deposit will be supplied. Our personal attention will be offered at all times, and we look forward to hosting your event at Parow Golf Club.

SIGNED AT _____ ON _____ DAY OF _____ 20_____

DATE OF FUNCTION

FUNCTION HOLDER / CLIENT(S) SIGNATURE(S) FUNCTION HOLDER NAME (PRINTED)

FUNCTION HOLDER CONTACT NUMBER FUNCTION HOLDER NAME (PRINTED)

WITNESSES: 1. _____ 2. _____