



**“Out in the country,
but close to home”**



Functions Booking Contract 2025

433 Maple Road, Kyalami, Johannesburg, South Africa
010 594 0034 | www.kyalamigolf.co.za

Kyalami Country Club Venue Hire Rates

Please make a selection below

Venue Hire	HALF DAY – 4 HOURS		FULL DAY – 5 HOURS +	
			79 pax and less	80 pax and more
The Venue @Kyalami	<input type="radio"/> R 8 000		<input type="radio"/> R9000	<input type="radio"/> R 18 000
Wedding Hire (Reception only)	<input type="radio"/> N/A			<input type="radio"/> R 20 000
Private Patio				<input type="radio"/> R 5 500
Boardroom		<input type="radio"/> R 5 00 per hour	<input type="radio"/> R 2 500 per day	

Section A Function Booking Details

Function Name

Function Date

Function Time

Number of Guests

Number of Golfers

Final numbers to be confirmed strictly **7 days before** your event. For catering purposes please include your DJ and photographer in your final head count.

Are you a Kyalami Country Club Member?

Yes

☐

No

☐

If 'Yes', please provide your Membership Number

TYPE OF FUNCTION

☐ Wedding

☐ Meeting

☐ Conference

☐ Year End

☐ Birthday

☐ Golf Day

Tee Time

Format

Prize Giving
Function Required

YES

NO

☐☐

☐ Other

EVENT SETUP STYLE REQUIRED

☐ n/a

☐ Banquet Rounds

☐ School Room

☐ U-Shape

☐ Other

FOOD & BEVERAGE

Special Dietary Requirements

Menu Selected

Beverage Account ☐ Master ☐ Cash

Linen Requirements

ADDITIONAL REQUIREMENTS

☐ n/a

☐ Decor Rental

☐ IT / AV Rental

☐ Data Projector / Screen

☐ PA System

☐ Other

Section B Client / Company Details

Client

Tel

Cell

Fax

Email

Company Name (invoice)

VAT Number

Tel

Cell

Email

Physical Address Code

Postal Address Code

Section C Person Responsible for Payment

Full Name & Surname

Tel Cell

Signature ID Number

Booking Deposit Payment Date

Upon receipt of signed agreement, the deposit amount must be settled **within 7 days**.

Section D Banking Details

Account Holder Name Kyalami Country Club NPC
Account N° 62 889 524 338
Branch Name Comm Account Services Cust
Account Type Enterprise Business Account
Branch Code 210554



Why choose Kyalami Country Club to host your event?

Conveniently nestled in the countryside between Johannesburg and Pretoria, Kyalami Country Club is easily accessible, yet still manages to spoil you with that “away from home” feel. With a course that promises to make use of every club in your bag, a lively clubhouse and hands-on management.

Kyalami country club welcomes and invites you to enjoy the enchanting ambience of our facility when you host your event with us. Our venue is ideal for weddings, receptions, business meetings, golf tournaments or personal celebrations.

Our team of dedicated professional staff adds that personal touch to guarantee your event will be memorable and unforgettable. We take pride in perfecting every detail for you from the menu, floor plan and timing of your special day.

We provide a large selection of individualized menus for cocktail receptions, buffets at affordable and competitive prices to suit your specific needs. Menu items listed are a guide. We pride ourselves in our ability to custom design selections to suit your taste. We will entertain your thoughts long before we entertain your guests!

Terms & Conditions

1. Only once we have received your completed booking form, will we confirm and reserve the date and venue for you tentatively for a period of 7 days.
2. A deposit of 50% of the amount of our quote must be paid within the 7 days stipulated above to secure your booking. Should payment not be received within the prescribed time, the date will automatically be released without notice.
3. Full payment of the amount of our quote must be made not less than 7 days before the function for the function to proceed.
4. A final invoice and statement will be presented immediately after the function. Any outstanding amount reflected on the final invoice and statement must be settled prior to departure by credit card.
5. Outside catering is not permitted. No food or beverages may be brought onto the property, without permission from the General Manager of the Club, in which event a corkage fee will be charged.
6. 72 hours' notice is required for special dietary requirements – Halaal, Kosher, Vegetarian.
7. Final guest numbers, agendas, and menu choices must be confirmed to us at least 5 working days before the function. The function cannot take place without this information and our cancellation terms would then be applicable.
8. We do not allow any leftover food or beverages as "Take Aways".
9. Only written cancellations/alterations/requests will be accepted.
10. All decor and IT/AV must be removed immediately after the function unless prior arrangements have been made to breakdown the next day.
11. No items may be attached to any of our walls, doors, furniture, or ceilings, regardless of the type of material used.
12. Standard white or black tablecloths are included in our service fee.
13. Any damages occurred during the function will be charged to the event organizer and will reflect on the final tax invoice. It is up to the event organizer to recoup this cost from their staff / guest/s.
14. Kyalami Country Club is not responsible for any items / belongings / décor or banners that are left unattended at the club after the event.
15. All our venues are non-smoking, violation of this rule will result in a fine of R5 000.00 per incident. This amount will be added to the final tax invoice should an incident occur. Designated smoking areas are clearly marked.
16. No discounts or refunds will be granted if the event is interrupted or cancelled due to adverse weather conditions.
17. In the case of evening functions, the venue closes at midnight in accordance with the Club Rules as well as our Liquor License. Last rounds are called at 23h30, at which time the last song must be played. The bar closes promptly thereafter and will not be re-opened under any circumstances. A charge of R1000 per half an hour after midnight will be charged until the last guest leaves – this is for the organizers account. It is up to the organizer of the function to ensure that all guests leave promptly. (Earlier closure of the Venue may be required subject to the Covid Regulations in place at the time).
18. Waiters hire fees are charged on an hourly basis, with a minimum of 8 hours – this is a service hire fee and not a gratuity. Final waiter hire fee will be charged according to the number of hours the function has taken, including 2 hr set up and 2 hr breakdown. The final waiter service fee will be reflected on the final tax invoice issued after the Event. The amount may differ from the original quoted amount due to the above.
19. All prices include VAT
20. All prices are subject to change; please refer to your quotation (valid for 7 days)

Cancellation Terms & Conditions

A 50% deposit is required to secure and confirm your booking within 7 days of the date of quotation. If the deposit is not received the date will automatically release without any further communication. This is a holding deposit and will be deducted off your final account. In the event of cancellation, cancellation fees will be applied as follows:

- Notice given **not less than 60 days before** the event date - no cancellation fee
- Notice given **between 60 and 30 days before** the event date - 25% of the amount of the quote
- Notice given **between 30 to 14 days before** the event date - 50% of the total cost
- Notice given **less than 14 days before** the event - 100% of the total cost

I, the undersigned, have read and accepted the above terms and conditions.

Duly Authorized Signatory

Date