



Visitors Welcome
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• Golf • Bowls • Squash • Cricket • Bar & Kiosk • Special Functions
• Conferences • Weddings

PORT SHEPSTONE COUNTRY CLUB

EVENTS PACKAGE

Thank you for considering Port Shepstone Country Club as a potential venue for your event. We look forward to assisting you with the planning of all your requirements.

Our brochure below outlines the following:

1. VENUE RATES AND SERVICES
2. RECOMMENDED SERVICES
3. TERMS AND CONDITIONS

1) VENUE RATES AND SERVICES

INCLUDED IN THE PACKAGE:

Full Food and beverage offerings, according to agreed requirements
Waitron service (Waitrons can be provided at an added cost of R300 per waitron)
Rectangular trestle tables
White plastic chairs
Black linen tablecloths
Set-up and breakdown of the standard items listed above
All catering and beverages to be supplied in-house.

NOT INCLUDED IN THE PACKAGE

Round tables
Draping
Chair covers and tie backs
Stage
Table decorations
Flowers
Music- Bands, DJ or musicians

You may hire the above from your preferred décor service provided who will be responsible for the set-up and removal of such items .

VENUE HIRE RATE

MAIN HALL (10M X 20M) No Air-conditioner. Only ceiling fans

CAPACITY: 150 PAX SEATED

COST: R6000 plus

SMALL FUNCTIONS ROOM (8M X8m) Air-conditioner and wrap around verandah

CAPACITY: 30 PAX SEATED

COST: R3000 plus R50 per person self-catering fee (Both vat inclusive)

SET UP

Preparation for the venue will take place the day before, provided there are no other functions booked.

PLEASE NOTE:

Port Shepstone Country Club is responsible for the basic set up and clean down of the venue.

It is the responsibility of all additional service providers and bridal party members to remove and clear deco, draping etc, either after the wedding or the next day upon prior arrangement with PSCC

PSCC Reserves the right to charge extra fees in the event that the event extends past the agreed time booked for the venue.

In the case of an evening event, the cut off time of services will be at 24h00, and thereafter an additional fee of R1000 per hour will be charged. This is payable in advance. Any portion paid in excess will be refunded the following day.

2. RECOMMENDED SERVICES:

1. All catering requirements, to be arranged with the caterer
2. All beverage requirements, to be arranged with the event co-ordinator
3. All venue requirements, to be arranged with the event co-ordinator

3. TERMS AND CONDITIONS

1. All Catering requirements to be confirmed 2 weeks prior to the event with final numbers (within 10 persons) to be confirmed 48hrs in advance.
2. All beverage requirements provided with required tab limits and stock items to be confirmed with the event co-ordinator two weeks prior to the event.
3. We require a fifty percent non-refundable deposit of the full fee to secure your booking. Provisional bookings can only be held for 48 hours, after which it will be released.
4. Full payment in cash will be required upon final confirmation of your event. If your bar limit is not realised, a refund of the balance owing will be given to you the following day. Regrettably, no other alcohol, soft drinks or food may be brought onto the premises, either by yourselves or your guests unless prior agreement has been arranged (eg: own wedding/birthday cake)
5. A signed contract which will be provided must accompany your deposit. Payment may be made by internet transfer to the banking details supplied in this notice.
6. We do offer a corkage service fee of R40 per bottle of alcohol should you wish to supply your own wine or champagne.
7. We do offer a surcharge fee of R50 per person if you wish to bring in your own catering (Separate terms and conditions will apply)
8. Quantity of food catered for is subject to the caterer's discretion to ensure there is enough food, and guests are not permitted to "take away" food. Any left overs is for the club. In the case that one's numbers are less than paid for then you can arrange with the caterer to take away, however you will have to provide your own containers.
9. No refunds will be provided if the number of guests are less than what was booked for.
10. Any items supplied for the event, e.g. cakes, favours, candle holders, music equipment etc. must be removed on departure. PSCC will not be held responsible for any items left on the premises after the event.
11. Music restrictions (in terms of the types of music) do not apply. The bar and music are licenced until 23H00. Entertainment must be paid directly. Entertainers must have appropriate insurances and provide their own sound equipment.
12. The person(s) booking this event are responsible for the behaviour and actions of their guests while at PSCC. Inappropriate behaviour may result in the event being closed early by Management and the guests being asked to leave the premises.
13. PSCC operate a "No smoking" policy and will not tolerate smoking within the venue. Persons wishing to smoke should do so outside.

BANKING DETAILS:

PORT SHEPSTONE COUNTRY CLUB
FIURST NATIONAL BANK
BRANCH CODE 220228
ACCOUNT NO 53488018822