



PORT SHEPSTONE COUNTRY CLUB

SELF CATERING 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 this day.

Our brochure below outlines the following:

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

VENUE RATES AND SERVICES

Over and above the venue fee, there will be a surcharge of **R20/pers**, to bring in your own catering due to the fact that we do provide catering services.

INCLUDED IN THE PACKAGE:

Rectangular trestle tables

White plastic chairs

White linen tablecloths

Set-up and breakdown of the standard items listed above.

NOT INCLUDED IN THE PACKAGE

Round tables

Draping

Chair covers and tie backs

Stage

Table decorations

Flowers

Music- Bands, DJ or musicians

Crockery, cutlery and glassware

Waiter service

Use of kitchen or any catering equipment !!!

You may hire the above from your preferred décor service provided who will be responsible for the set-up and removal of such items . With regards to catering, the service provider will be responsible for delivery, plating and serving as well as clearing and removal of same.

ADDITIONAL

- There will be a surcharge R50/pers if you require us to supply crockery, cutlery, chafing dishes consisting of ONLY the following
 - Side plates
 - Main course plates
 - Dessert bowls
 - Main knife, fork and dessert spoon

- 6 x chafing dishes and serving utensils and burners
- ****PLEASE NOTE:** - The above will be supplied at the venue, but will not include any set-up or clearing away of these items at the time of the event.
- Any other requirements from kitchen usage/equipment etc needs to be discussed prior and additional fees will be arranged accordingly

VENUE HIRE RATE

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

CAPACITY: 150 PAX SEATED

COST: R6000 plus R50 per person self-catering fee(Both vat inclusive)

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 to remove and clear deco, draping etc, either after the event or the next day upon prior arrangement with PSCC

PSCC Reserves the right to charge extra fees in the event that the function extends past the cut-off time of 23h00 at the amount of R200 per barman, Security guard and waitron on duty. This is payable in advance. Any portion paid in excess will be refunded the following day.

MARRIAGE CEREMONY UNDER THE TREES

Approval of this site has to be agreed upon by the Golf Committee

Bridal couple to arrange their own set up under the trees with a hire and décor company. Décor company to be responsible to set up and clear down.

2. RECOMMENDED SERVICES:

1. A bar service is provided and tab limits and stock items to be finalised with the club manager two weeks prior to the wedding. Full payment in cash will be required before your wedding day for the bar tab. If your limit is not realised, a refund of the balance owing will be given to you the following day. Regrettably, no other alcohol or soft drinks may be brought onto the premises, either by yourselves or your guests.
2. Jugs of juice on the tables and tea a coffee can be arranged with the on site caterer

3. TERMS AND CONDITIONS

- We require a fifty percent non-refundable deposit of the Venue Hire Fee. Provisional bookings can only be held for 48 hours , after which it will be released.
- 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.
- Details for your event must be discussed/confirmed no later than 8 weeks prior to the event.
- Final confirmation of numbers, wine/champagne orders, special requests are all required no later than 28 days prior to your event.
- We do offer a corkage service fee of R40 per bottle of alcohol should you wish to supply your own wine or champagne.

- Any items supplied for the event, e.g. cakes, favours, candle holders etc. must be removed on departure . PSCC will not be held responsible for any items left on the premises after the event.
- 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.
- 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.
- 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