

# FUNCTION BOOKING FORM

\*\* Please complete all fields \*\*



DATE OF APPLICATION \_\_\_\_\_

DATE OF THE EVENT NAME \_\_\_\_\_

SURNAME \_\_\_\_\_

ID NUMBER \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

OFFICE NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PERSON RESPONSIBLE FOR ACCOUNT \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

## VENUE REQUIREMENTS

NUMBER OF GUESTS

SETUP TIME \_\_\_\_\_

(No Entry will be allowed to the venue unless arranged prior)

### FUNCTION TIMES

Start Time \_\_\_\_\_

Starters Served \_\_\_\_\_

Dinner Served \_\_\_\_\_

Dessert Served \_\_\_\_\_

Coffee / Tea \_\_\_\_\_

End Time \_\_\_\_\_

### DO YOU REQUIRE

**Barman** (Min 50 Pax - Otherwise R350 for evening)

**Cash Bar**

**Bar Tab**

**Selected Offering**

**Full Offering**

**Midnight Extension- Finish after 00H00**  
(R 1000.00 per hour - Max 02H00 Closing)

### ROOM SETUP

**Cinema**

**School Room** (Max 40)

**Banquet Style**

**U Shape**

**Lounge Style**

**Cocktail Style** (Cost R 150 per table)

## CATERING

### MENU OPTIONS

**Conference / Dinner Menu** ( Select 1 Main and 1 Dessert )

Number of People: \_\_\_\_\_

Mains \_\_\_\_\_

Dessert \_\_\_\_\_

**Golf Day Set Menu** Number of People \_\_\_\_\_

Choice Number \_\_\_\_\_

**Banquet Menu** Number of People \_\_\_\_\_

Starters \_\_\_\_\_

Mains \_\_\_\_\_

Dessert \_\_\_\_\_

**Breakfast Menu** Number of People \_\_\_\_\_

Continental     Buffet     Plated Breakfast  \_\_\_\_\_

**Canapés / Finger Food** Number of People \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## TERMS AND CONDITIONS:

1. No booking is confirmed unless we have a fully completed booking form and a paid deposit of R2000.00.
2. Only duly authorised signatures may sign the booking sheet.
3. Payment terms are strictly on presentation of invoice prior to the function or by prior arrangement in writing.
4. All extras not included in the final invoice must be settled on the day of the event.
5. Confirmation of final number of delegates must be confirmed 72 hours before, otherwise you will be billed for the original number booked for on the booking sheet.
6. All drinks are for your own account unless otherwise agreed upon in writing.
7. KDMGC reserves the right to make changes to venue rooms providing you are notified 48 hours prior.
8. Advertising and external branding may be put up only 1 hour prior to the event and must be removed directly afterwards. (We will not be held liable for loss of banners or marketing material.)
9. Cancellation terms are 7 days prior - Full refund, thereafter "No" refund will be issued!
10. We will not be held liable for any loss, damage or theft of décor, equipment or items stored on the premises.
11. Right of admission is reserved.
12. We do not serve strictly Halaal and Kosher meals.
13. We do not allow external catering except in the case of requiring strictly halaal or kosher foods. Only pre-approved suppliers may be used and a surcharge of R10 - R20 per person will be levied.
14. Members of Club will receive a 10% discount on catering and bar purchases only provided it is paid by using their pre-paid membership card.
15. A Mandatory 10% service charge will apply to all functions over 10 pax on food & beverage only.
16. All completed booking sheets must be emailed to [info@kingdavidmowbraygc.co.za](mailto:info@kingdavidmowbraygc.co.za)

I, \_\_\_\_\_ hereby accept the terms and conditions set above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Address** 1 Raapenberg Road, Mowbray, 7700 • PO Box 38003, Howard Place, 7450

**Tel** +27 (0)21 685 3018 **Fax** +27 (0)21 686 0003 **Email** [info@kingdavidmowbraygc.co.za](mailto:info@kingdavidmowbraygc.co.za) **Website** [www.kingdavidmowbraygolfclub.co.za](http://www.kingdavidmowbraygolfclub.co.za)

**Banking Details** Nedbank, Cape Town, Branch Code: 100 909, Account number: 100 953 67 61