



Catering Terms & Conditions

- 1) All prices are inclusive of VAT at 15%, and are based on estimates which may be revised should your expected numbers change or should market related food prices fluctuate.
- 2) Final numbers must be confirmed one week before your function, and will be charged accordingly
- 3) All menus are exclusive of a 10% gratuity that will be added to the bill.
- 4) Please note the Westlake kitchens are not Halaal certified but are Halaal friendly
- 5) Food and beverages are not permitted to be brought into the club with the exception of strict Halaal or Kosher requirements. The client may employ an outside caterer to supply strictly Halaal meals; this will be subject to a R60 cover charge per person and must be agreed upon in writing.
- 6) Should your function take place on a Sunday or a public Holiday, an extra 20% service charge will be added.
- 7) A non-refundable catering deposit of 50% of the total catering cost is required to confirm the booking with the signed copy of this contract. Payable to Westlake kitchen. We accept cash or an EFT deposit. No cheques or cash bank deposits are accepted.
- 8) Conditions of catering deposit –
 - a. Deposit or full payment refundable if the function is canceled more than 6 months in advance
 - b. Deposit will be non-refundable if the function is canceled within 6 months before function date
- 9) All provisional bookings will be reserved for 14 days only
- 10) The balance of the catering costs is to be paid in full one week before the Function with confirmation of final numbers
- 11) Venue hire rates below, this is separate from the kitchen catering invoice
- 12) We have available white and black linen table cloths to the floor, white chair covers, white linen serviettes, and assortment of chiffon overlays (limited), fairy lights and candelabras. This full wedding set up costs R20 per head.
- 13) All decorations brought in by client must be cleared and collected by 8am the following morning.
- 14) Any candles/sparklers used must be approved by Westlake Kitchen. Sparklers may not be used inside the building.
- 15) Westlake Kitchen and Westlake Golf Club will not be held liable for any loss or damage resulting from the presence of your guests or their respective properties on the Westlake Golf Club premises. The client/s hereby indemnifies the Westlake Golf Club and Westlake Kitchen against any claims that might be brought against it.

Westlake Golf Club

Venue Hire, Bar Terms & Conditions

- A. The following cut off times apply to the clearing of venue for evening Functions: Bar Closure: 23h45, Music: 24h00, Venue closure: 00h45
- B. Evening functions must terminate by midnight unless a later time is agreed in writing, at the time of the booking.
- C. A fee of R1000.00 for bar service up to 00h45 will be levied, to be agreed upon in writing before venue hire invoice is issued. (loud music cut-off remains at 24h00, soft background to 00h45) venue closure 01h30
- D. Should your function take place on a Sunday or a public Holiday, an extra 20% service charge will be added.
- E. An invoice for the Venue hire will be emailed 1 month in advance from Emelia – membership@westlakegolfclub.co.za and must be paid in full 2 weeks prior to the Function. (Please note this is separate from the catering bill).
- F. The total bar costs must be settled in full on departure and 10% added to the bill.
- G. In the event of a 21st Birthday function, there has to be minimum of five allocated and identifiable persons of responsibility present at all times to ensure that the patrons keep respect for the property, contents and fellow patrons until the last patron has left the premises
- H. . The Golf Course and downstairs bar is strictly off limits to all guests.
- I. The client shall be responsible for any damages caused to the allocated rooms, furniture, utensils, glasses, and equipment therein, by any act or omission of the client or guests/employees of the client.
- J. For special bar requirements, venue info or queries please contact nick@westlakegolfclub.co.za (021) 788 2020