



# ROYAL CAPE YACHT CLUB EVENTS BOOKING FORM 2023

Tel 021 421 1354

[www.rcyc.co.za](http://www.rcyc.co.za) | [functions@rcyc.co.za](mailto:functions@rcyc.co.za)

To confirm your function, please complete, sign and return to [functions@rcyc.co.za](mailto:functions@rcyc.co.za)

## CLIENT DETAILS FOR BILLING

Name of Person/Company to Be shown on invoice:	
Vat Registration No:	
Address:	
Contact Person:	
E-mail	
Tel: Bus/home:	
Cell phone	

## VENUE HIRE

Conference/ Meeting, 8 - 12	Smaller events, up to 60	Larger events, 60 - 200
Flag Officers Board room – 8 R1 200 members R1 500 non-members  Chart Room – U shape – 12 R2 500 members R3 000 non-members	Chart Room + Visitors lounge R6 000 members R7 200 non-members	Regatta Centre 100 guests R15 000 members R16 800 non-members  150 – 200 guests R18 000 members R21 600 non-members

See [website](http://www.rcyc.co.za) for venue photographs.

Download menus and wine list from [website](http://www.rcyc.co.za).

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## FUNCTION DETAIL

Date	Number of Guests	Venue/Type of event:

*RCYC members receive preferential rates |All rates are inclusive of VAT @15%*

**Venue hire excludes** décor, flowers and staffing for functions.

*Optional extras not included but available on request at an additional charge to be discussed with the Function Co-ordinator.*

- Only RCYC Inhouse catering and bar facilities to be used for functions.
- Corkage R60 per bottle
- Booking form required for provisional booking.
- Venue hire payable to secure date.
- All arrangements to be finalised 7 days prior to the event and final invoice to be paid. No further changes to catering or numbers will be accepted after the 7day deadline.
- Booking of venue for set up day before will be charged at 50% of the venue hire. Not compulsory, subject to availability.
- A standard gratuity/service charge of **10%** on food, beverage and corkage **compulsory**.
- Outsourced caterers ie. Halaal/Kosher an additional **R80pp surcharge** will apply **over and above** food cost.
- Functions of 50pax or more - service Staffing R650 per shift. Staffing will be compulsory where we deem fit despite the number of pax.
- After 00h00 surcharge for venue R1500 p/hour.
- After 00h00 surcharge for Bar Services R700 per barman per hour.

- Security Guard R800 may be required for larger functions, at our discretion.
- The Client will be held liable for any catering breakages or theft by their guests.
- Parking is subject to availability. Client to provide a guest list.

**EVENT TIMELINE:** (Please complete)

SERVICE TYPE <i>Please specify <b>times</b> &amp; <b>circle</b> item applicable to your event. We work <b>strictly</b> according to the time allocated and cannot be held responsible for later comers.</i>	TIME
Guests Arrive	
Drinks on arrival	
Canapes served	
Guests move inside	
Toasts and speeches	
Starter served – tbc	
Main meal served	
Dessert served	
Estimated conclusion of event	

Note – For catering purposes stipulated times will be strictly adhered to.

**DRINKS REQUIREMENTS**

Options:

Cash bar?

Bar amount reflected on invoice?

Payment on consumption on the night?

Exclusions	e.g shooters/ Premium brands
Red wine (Specify)	
White wine (Specify)	
Beers	
Soft drinks	
Other	

*Corkage will be charged at R50 per bottle non-members*

**FOOD REQUIREMENTS**

See website for [Canape menu](#) and [Buffet menu](#).

Meetings:

Coffee and tea station on arrival?

Snack breaks with pastries, fruit kebabs or canapes?

*\* NO changes may be made 7 working days prior to a function and numbers will be final. All prices include VAT @ 15%*

**SET UP REQUIREMENTS**

Round tables?

Long harvest Tables?

Cocktail tables?

Black or white linen?

Plastic chairs with stretch chair covers?

Tiffany chairs or similar?

**Please expand on set up:**

## DÉCOR AND ADDITIONAL COSTS

Supplied by the Client OR

RCYC can source items on behalf of the client and add this to the invoice.

Recommended suppliers list available upon request.

## PAYMENT TERMS

to confirm your reservation, the following must be completed:

- (1) Complete, sign and return the function Booking Form, along with proof of full venue hire deposit within 3 (three) working days of quote.
- (2) Should a booking be made on short notice, within 14 (Fourteen) days of function, Complete, sign and return all event documentation, along with full payment within 24 hours of quote to confirm the venue. Should proof of payment not be received venue will be released.
- (3) Any extras on the day must be settled in cash or by credit card on close of function with the Manager on Duty or after as per agreement with Functions Co-ordinator and settled within 48hrs after function.

## CANCELLATION POLICY:

The cancellation fee is a percentage of the full amount.

Up to 1 Month prior to function date: 0% cancellation fees

15 (fifteen) Working days prior to function date: 50% cancellation fees

14 working days or less: 100% cancellation fee

I agree to the above conditions, which form part of the Royal Cape Yacht Club's rules and byelaws.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## HOW DID YOU HEAR ABOUT US:

WEBSITE	SOCIAL MEDIAL	GOOGLE	REFERRAL
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