



EVENTS BOOKING FORM

Royal Cape Yacht Club
www.rcyc.co.za | functions@rcyc.co.za



Date	Time	Venue	No of Guests	Type of event:

CLIENT DETAILS FOR BILLING

Name of Person/Company to be shown on invoice:	
Vat Registration No	
Address:	
Company representative	
E-mail	
Tel/ Cell	
Event planner	

VENUE HIRE

All venue hire includes planning and function co-ordination of the event, the assistance at the function of a F&B manager, Duty manager and RCYC bar men. There is no load-shedding in the Port of Cape Town, and free Wi-fi throughout the Club. Free, secure parking is available subject to Sailing and Club events. 30% discount on Regatta Centre venue hire applies in low season (May to Aug)

CONFERENCE/ MEETING, 8 - 12	SMALLER EVENTS, UP TO 60	LARGER EVENTS, 60 - 200
<p>Flag Officers Board room – 8 R750 members R1 500 non-members (boardroom table, Smart TV)</p> <p>Chart Room – U shape – 12 R1 500 members R3 000 non-members (9 square, bare wooden tables, Smart TV, up to 12 upholstered chairs)</p> <p>Braai area - 20 Members R1 000 Non-members R2 000 (Crockery, cutlery, wood, utensils incl). Guests must purchase drinks from main bar.</p> <p>South-East Corner - 20 Quaint old-fashioned bar area R750 members R1 500 non-members Only canapes served Only Sunday nights, Mondays and Tuesdays.</p>	<p>Chart Room + Visitors lounge with bar R3 000 members R7 200 non-members</p> <p><i>(9 square, bare wooden tables, 20 upholstered chairs, 6 cocktail tables and chairs are available, 2 lounge areas 2 trestle tables for registration or food set up, private bar set up. Smart TV)</i></p> <p>Main Hall (Using South-East Corner as bar) Seating up to 60 at restaurant tables. Smart TV R3 000 members R6 500 non-members</p>	<p>Regatta Centre 100 guests R10 000 members R16 800 non-members</p> <p>150 – 200 guests R12 000 members R21 600 non-members</p> <p><i>(All quotes are customised to the client's unique requirements. The venue includes a large bar, 3 high white 'trestle' cocktail tables. 4 round cocktail tables with white square cloths. A/C and stunning marina views)</i></p> <p>Dry venue hire – Halaal guests, Halaal catering only. R30 000, venue only. RCYC supplies bar. Refer separate booking form, T&C's apply.</p>

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

EVENT TIMELINE: (Please complete or paste you event programme here)

Time	SERVICE TYPE
	<i>We work strictly according to the time allocated and cannot be held responsible for later comers.</i>
	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

Cash bar?

Bar tab, footed by organisers?

What is the amount for the bar tab and invoice?

Corkage available for drinks on arrival at R50 a bottle (members), R70 (non-members)

FOOD REQUIREMENTS

Please return menus provided

Canapes?

Buffet?

Plated?

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

STAFF REQUIREMENTS

Dependant on type of meal and number of guests

SET UP REQUIREMENTS

Round tables?

Long harvest Tables?

Cocktail tables?

Black or white linen?

Plastic chairs with stretch chair covers?

Tiffany or other chairs – please specify?

Please expand on set up:

DÉCOR AND ADDITIONAL COSTS

Supplied by the Client OR

Recommended suppliers list available upon request.

TERMS AND CONDITIONS

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 R50 per bottle (members), R70 per bottle (non-members)
- Booking form required for provisional booking.
- Venue hire is 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.
- Should there be any outstanding amounts for the bar or corkage, it must be settled by card before departure of the function.
- 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.

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.

To confirm your function, please complete, sign and return to **functions@rcyc.co.za**

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

Signature		Print name	
Date		ID number	