



The
Canyon's

**FUNCTION
PORTFOLIO
2024**

**EAGLE CANYON
GOLF ESTATE**

With venues with spectacular views of the golf course,
Eagle Canyon is the perfect venue for your function!

VENUE HIRE RATES

	Eagle 1	Restaurant
Full Day Hire	R10 000.00	-
Half Day Hire	R6 500.00	R5 000.00
Residents & Members	20% Discount	20% Discount

VENUE CAPACITY

	Eagle 1	Restaurant
Banquet	180	-
Cinema	250	-
Cocktail	250	200
Patio	200	60

WHAT YOUR VENUE HIRE INCLUDES

- 20 Round banquet tables
- 200 Conference chairs
- Basic black linen/ Tablecloths
- Standard cutlery, crockery & glassware
- Buffet station set-up
- Basic set-up of tables, chairs, linen, cutlery & crockery
- Basic audio & visual equipment (Eagle 1 ONLY)
- Ample secure parking with security
- Back-up generator
- Use of venue for 6 hour period from time of arrival
- Events coordinator
- Strict cut off time is 24h00/midnight

WHAT YOUR VENUE HIRE EXCLUDES

- Waiters & Barmen for your function
- Dancefloor
- Flower & Table Centre Pieces
- Additional lighting
- Decorations & candles
- Cake stand, cake knife and cake lift
- Easel for seating arrangement
- Chair tiebacks, table overlays & table runners
- Under plates
- Entertainment, DJ, Live Band or Music
- Additional audio & visual equipment
- Photographer & videographer
- Arrangements for any outsourced companies
- Printed menus, wine lists, place names, floor plans or any personalized welcome notes

SETUP OF VENUE

- Set up times for venues will be during office hours 07h30 - 17h00. Should you require the venue a day in advance for the setup of your event, venue hire will be charged for setup day
- All external event gear that is brought into the venue must be removed straight after the event, we are here to assist wherever we can, please arrange with the events manager should items need to be kept overnight in the facility
- Should any event gear remain overnight in the facility Eagle Canyon will not be held responsible for any loss or damage that may occur
- Eagle Canyon takes no responsibility for any décor and additional hiring supplied by the client
- All delivery and collections of event gear must be arranged with the events manager to ensure that this occurs at a suitable time
- Please note our coordinators and waiters are not responsible for assisting with flower arrangements, décor set up etc.



ESTATE & COUNTRY CLUB RULES

- No permanent alterations, nails, hooks or Prestik are permitted on the walls or ceilings
- All décor and draping must be **free standing**
- Candle stands will require drip trays or mats to prevent damage to the linen and carpets
- Any loss or damage to property including linen, beyond reasonable wear and tear will be charged for accordingly
- No fireworks, sky lanterns or helium balloons are allowed to be released from Eagle Canyon Golf & Lifestyle Estate
- Eagle Canyon Country Club reserves the right to make the final decision regarding outdoor functions. The decision to move a function to an indoor location based on availability must be made no later than 15h00 the night before, or no later than 07h30 on the day of the function, based on prevailing weather conditions and the local forecast

BAR FACILITIES

Eagle Canyon Golf & Lifestyle Estate is fully licensed and offers an extensive Wine, Champagne and Bar option.

We will require a detailed brief on full bar requirements for the function prior to the date

- We offer cash bar or a bar limit service
- Regular updates on bar totals can be passed on to a designated person during the function
- An average bar consumption is calculated on previous events.
- No beverages (wines, spirits or beers) may be brought onto the premises. Should we not stock anything specific required by yourself, we will gladly order this in for an additional charge.
- Corkage fee of R120 per bottle of wine and R150 per bottle for champagne.

- A compulsory gratuity fee of 10% will be added to the final bar and food account
- Any changes to bar requirements must be done in writing
- Eagle Canyon Country Club retains the right to close the bar service if it deems necessary
- The bar bill will be settled in full at the end of the event
- All breakages will be charged for accordingly
- No alcoholic gifts may be brought into the venue or placed on the tables for guests to consume.

FOOD

- Kosher and Halaal catering can be provided on request. These must be specified and ordered a minimum of 5 working days prior to the event. Kosher and Halaal will carry a surcharge and will be quoted on accordingly
- Children under the age of 12 will be charged at 50% of the menu price. FOOD only.
- Final numbers will need to be confirmed in writing seven (7) working days prior to the event.
- Menu price includes the hire of crockery and cutlery as per the menu requirements
- Menus provided serve as a guideline; we can tailor a menu to suit each clients' specific needs
- Prices quoted are valid for 30 days only. Prices quoted in advance should be revised closer to the final date
- There will be a surcharge charged at the end of the function should there be any breakages

WAITERS & BARMEN

- Waiters and barmen will need to be supplied by Canyon's Bistro & Bar as these staff have been vetted and have access to the facility.

- Waiters and barmen are excluded from menu costs and will need to be quoted accordingly
- To ensure the guests' relaxation and comfort during the function, waitrons are employed to attend to their every need

1 Waiter for every 20 guests and 1 Barman for every 50 guests

PAYMENT TERMS

Initial Payment

Full payment of the venue hire is required to confirm your booking. A further 50% of your catering invoice is required. This initial payment will secure your conference date with Eagle Canyon and is non-refundable should you cancel or postpone your event

Final Payment

Balance of your catering invoice amount is to be paid 14 days prior to your date, as well as final numbers are to be confirmed. Full payment is required if booking is made within 14 days prior to event. Non-refundable should you cancel or postpone your event

Cancellation policy

Cancellations are only accepted in writing to mike@thecanyons.co.za | info@thecanyons.co.za
Cancellation fees as follows:

- Less than 2 weeks prior - 50% of venue hire payment
- 2 days prior to the function 100% of the full amount
- Any day postponed due to weather less than 24 hours will be liable for a 20% cost of food.

By written confirmation of your booking/payment of a deposit, you accept that you have read & understood the above terms & conditions of hosting your function with us.

All rates quoted exclude vat at 15%

Please note that food & beverage prices are subject to change.

