



## EVENT BOOKING FORM 2025

### BASIC INFORMATION

Name

Phone Number

Email

Person Responsible for Payment

### EVENT DETAILS

Event Name

Event Date

Event Start Time

Event End Time

Number of attendees

Event Type (please mark with "X")

- Golf Day  
 Corporate  
 Other

### VENUE DETAILS

Room Required:

- Conference Room with projector & audio  
 Room 2 (no audio and visual)  
 Room 3 (no audio and visual)  
 Rooms 1-3 AND bar

Dancing:

- Yes  No

Technical Set-up:

- Whiteboard  
 Flip Chart  
 Projector  
 Screen  
 PA System

## SET-UP STYLE

- Dining (8 seater round tables)
- Corporate:
  - U - Shape
  - Theatre
  - Classroom
  - Boardroom
  - Other

If other, please specify: \_\_\_\_\_

## CATERING

Catering options are available. Please pop an email to **albert@bellvillegolf.co.za** and **jana@bellvillegolf.co.za** with any requests and/or queries.

Available options:

(Please mark with an "X" which option you are interested in.)

- Breakfast    Time served: \_\_\_\_\_
- Lunch        Time served: \_\_\_\_\_
- Dinner        Time served: \_\_\_\_\_
- Snacks        Time served: \_\_\_\_\_
- All of the above: Please specify below each time a course should be served:

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### Dietary Requirements:

Kindly note that Bellville Golf Club is **not** Halal/Kosher. In the event where the client requires Halal/Kosher food, crockery and cutlery, it is the client's responsibility to notify Bellville Golf Club **7 days prior** to your function. The client can make use of the "Other Requests/Details" page below to specify.

### Allergies:

Kindly note that it is also the client's responsibility to notify Bellville Golf Club of any food related allergies. The client can make use of the "Other Requests/Details" page below to specify.



## CONTACT INFO

Please send the completed form via email to [jana@bellvillegolf.co.za](mailto:jana@bellvillegolf.co.za) & [albert@bellvillegolf.co.za](mailto:albert@bellvillegolf.co.za)



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