



EXECUTIVE SUITE CONFERENCE

Brochure

2025



HOUGHTON GOLF CLUB

Osborn Road, Corner Grant Avenue, Houghton
Tel: 011 728 7337 | Email: events@houghton.co.za

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PACKAGES

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We offer three tailored conference packages to suit all your event needs, ensuring a seamless and successful experience for your team.



SEATING STYLES

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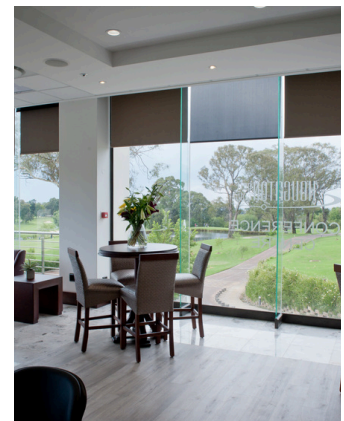
Familiarize yourself with our standard setup styles in the venue to ensure your conference is organized exactly to your needs.



TERMS & CONDITIONS

PAGE 5

Stay informed and prepared! Familiarize yourself with all the details of your conference by reviewing our terms and conditions. Ensure a smooth and hassle-free experience.



YOUR CONFERENCE

Let us host your corporate conference and create a seamless, professional event tailored to your needs.



PACKAGES

INCLUSIONS & RESOURCES

- Wi-Fi
- Secure Parking
- Waiters
- Audio Visual: 2 x Projector & 2 x Screens
- Audio Visual: 4 x TVS
- PA System, Podium & Roaming Mic
- Flip Chart & White Board
- HDMI & Apple Connect
- Special dietary requirements can be arranged upon request. Please note that the prices for these meals will be in addition to the conference package.



FULL DAY PACKAGE

10 Delegates & more: R900.00incl. p.p.
Minimum of 9 delegates: R8 100.00incl. flat fee

- 8am until 5pm
- Registration Set Up
- Arrival Catering
- Mid Morning Catering
- Two Course Lunch
- Mid Afternoon Catering
- 2 x Bottle Waters
- Lime Cordial and Chocolates on the Table
- Houghton Pens
- Houghton A5 Notebooks



MORNING HALF DAY PACKAGE

10 Delegates & more: R815.00incl. p.p.
Minimum of 9 delegates: R7 335.00incl. flat fee

- 8am until 2pm
- Registration Set Up
- Arrival Catering
- Mid Morning Catering
- Two Course Lunch
- 1 x Bottle Waters
- Lime Cordial and Chocolates on the Table
- Houghton Pens
- Houghton A5 Notebooks



AFTENON HALF DAY PACKAGE

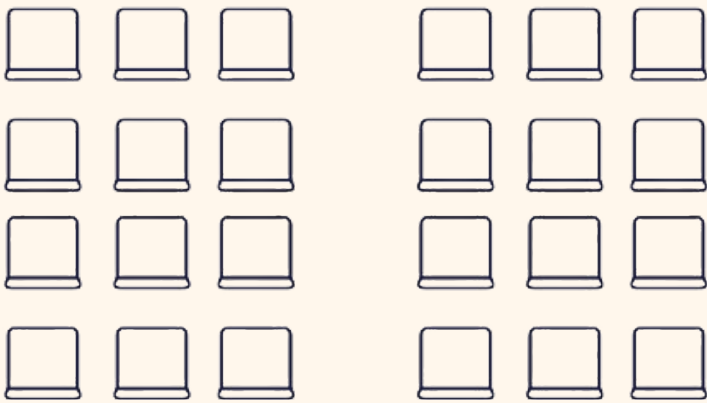
10 Delegates & more: R815.00incl. p.p.
Minimum of 9 delegates: R7 335.00incl. flat fee

- 12pm until 5pm
- Registration Set Up
- Mid Morning Catering
- Two Course Lunch
- Mid Afternoon Catering
- 1 x Bottle Waters
- Lime Cordial and Chocolates on the Table
- Houghton Pens
- Houghton A5 Notebooks

SEATING STYLES

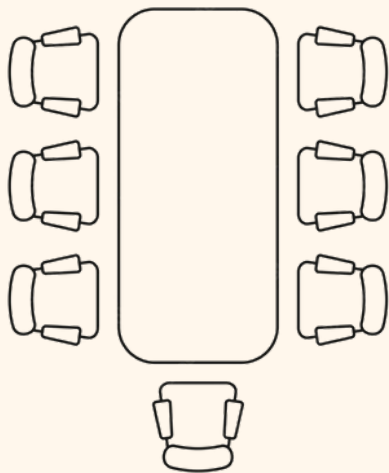
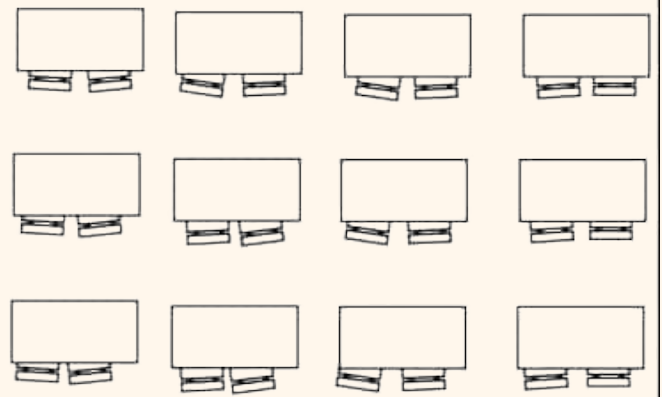
CINEMA

1 - 65 guests



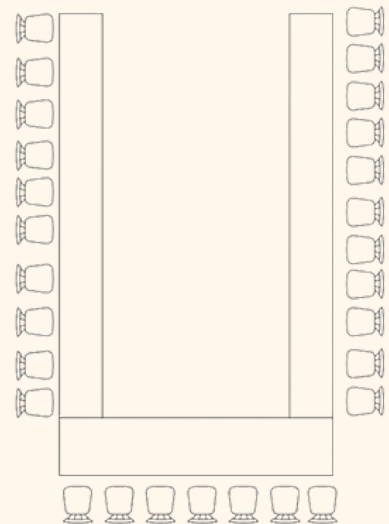
CLASSROOM

1 - 45 guests



BOARDROOM

1 - 28 guests



USHAPE

1 - 28 guests

TERMS & CONDITIONS

FUNCTION SHEET

All your requirements must be updated on the function sheet provided by the event coordinator and not in an email.

Your final function sheet is due 7 days before the event and a final invoice for payment will be sent to you.

- I hereby accept the terms and conditions on this brochure:

Full Name: _____

Signature: _____

Date: _____

Once the deposit is received we take this as confirmation that you agree with our T&C on the conference brochure even if you have not signed the above.

DEPOSIT

Deposit: Less than 15 delegates = Full payment to secure the date.

15 + Delegates = 65% of the full invoice to secure the date.

Dates are not held until such time as the deposit is received in Houghton Golf Clubs bank account.

The balance of the invoice is to be paid 7 days before the event.

Final numbers to be confirmed 14 days prior to date.

While every care is taken to keep our brochure updated, prices and menu items are subject to change without notice.

CANCELLATION

Should you cancel your golf day within the below times then you will forfeit the following % of your deposit.

Within 3 months = 50% of the deposit.

Within 2 months = 75% of the deposit.

Within 1 month = 100% of the deposit.

If HGC can fill the date, then no cancellation fee will apply.

BANK DETAILS

Name of account: Houghton Golf Club

Bank: First National Bank

Branch code: 250542

Account number: 62782576585

GENERAL RULES

- The use of confetti and fireworks is not permitted.
- Noise and loud music will not be permitted in the driveways, parking areas, roof top and course.
- Local municipality laws pertaining to music must be followed.
- HGC is, by law, a non-smoking venue. Guests may only smoke in the designated outdoor areas, where ashtrays are provided.
- Reporters or Press Representatives may only be present in their private capacity and no press reports or films may be released without the approval of The Houghton Golf Club CEO.

RISK | LOSS | DAMAGE

Houghton Golf Club:

Shall not be liable for damage or loss of goods which have been supplied by the client or outside hiring companies to The Houghton Golf Club and accordingly, the client indemnifies The Houghton Golf Club against all and any claims in respect thereof. Shall not be liable for any damage or injury caused by whatsoever nature and howsoever arising and/or suffered by the client or any person attending the function, and/or any third party, and the client indemnifies and holds The Houghton Golf Club harmless against any such damage and/or injury that may be suffered by the client, any person attending the function and/or any other third party. Shall not be liable for any damage caused to any vehicles belonging to the client and/or other third parties except insofar as the damage is caused intentionally or the Houghton Golf Club is grossly negligent in causing such damage. Accepts no liability for any loss, damage or consequential loss caused by Houghton Golf Club's failure to perform its obligations whether the failure is due to negligence on the part of Houghton Golf Club, its officers, its employees or sub contractors or due to any other causes). Neither Houghton Golf Club, its members, officers, employees or sub-contractors shall in any way, manner or form be liable under any circumstances for any loss or damage of any nature, including loss of profits, loss of business, or for any indirect, special, incidental or consequential damages of any kind in respect of these terms and conditions or otherwise, even in the event that The Houghton Golf Club has been advised of the possibility of damages. Reserves the right to claim from the client for any damage or damages caused to The Houghton Golf Club property.

