
Jessica's

AT RUIMSIG COUNTRY CLUB

2025

CONFERENCE

PORTFOLIO

CONFERENCE PACKAGES

HALF DAY PACKAGE R330 PP

- TEA & COFFEE ON ARRIVAL
- MID-MORNING TEA, COFFEE, ASSORTED WRAPS & SANDWICHES

HALF DAY PACKAGE R440 PP

- TEA & COFFEE ON ARRIVAL
- MID-MORNING TEA, COFFEE, ASSORTED WRAPS & SANDWICHES
- LUNCH

FULL DAY PACKAGE R480 PP

- TEA & COFFEE ON ARRIVAL
- MID-MORNING TEA, COFFEE, ASSORTED WRAPS & SANDWICHES
- LUNCH
- MID-AFTERNOON TEA, COFFEE, ASSORTED WRAPS & SANDWICHES
- JUGS OF WATER & MINTS

** Please note that all prices are per person minimum of 20 people per conference for groups less than 20 people, an a la carte lunch menu, with selected options, will served in Coppa Bar.*

FALCON 1 • INFORMATION

VENUE CAPACITY

BANQUET • 120 PAX
CLASSROOM • 150 PAX
CINEMA • 200 PAX

FALCON 2 • INFORMATION

VENUE CAPACITY

BANQUET • 120 PAX
CLASSROOM • 150 PAX
CINEMA • 200 PAX

*Falcon 1 & 2's Venue Capacity is
the same, as they are identical.*

CONFERENCE MENU

ARRIVAL

Tea & Coffee Station

With a Choice of 1

Muffins OR Scones served with Butter & Preserves

MID-MORNING

Tea & Coffee Station

With a Choice of 1

Assorted Sandwiches OR Beef, Chicken & Halloumi Wraps

LUNCH ON THE BUFFET

OPTION 1

Chicken Curry served with Rice & Sambals

OR

OPTION 2

Beef Lasagna served with Bread Rolls & Salad

OR

OPTION 3

Sage & Onion Roast Chicken Pieces

WITH

Choice of 1 Vegetable

Creamed Spinach

Butternut

Mixed Italian Grilled Vegetables

AND

Choice of 1 Starch

Rosemary & Garlic Roast Potatoes

Savoury Rice

MID-AFTERNOON

Tea & Coffee Station

WHAT YOUR PACKAGE INCLUDES

- VENUE HIRE
- FLIP CHART & MARKERS
- WATER, NOTEBOOKS & PENS ON TABLES
- TABLES & CHAIRS
- BASIC BLACK OR WHITE LINEN
- BLACK CHAIR COVERS
- STANDARD CUTLERY, CROCKERY & GLASSWARE
- BUFFET STATION SETUP (IF NEEDED)
- BASIC SETUP OF TABLES, CHAIRS & LINEN
- AMPLE SECURE PARKING WITH SECURITY
- BACK-UP GENERATOR
- EVENTS COORDINATOR
- USE OF CONFERENCE FACILITIES: HALF DAY EITHER FROM 08:00 TO 13:00 OR FROM 13:00 TO 17:00 FULL DAY FROM 08:00 TO 17:00
- 1 WAITER PER 20 PAX & 2 BARMEN PER 50 PAX
- ADDITIONAL WAITERS AT R50 PER HOUR, PER WAITER AFTER A 9 HOUR PERIOD

WHAT YOUR PACKAGE EXCLUDES

- AUDIO & VISUAL SYSTEMS
- STANDARD PROJECTOR & SCREEN @ R600 PER DAY
- ADDITIONAL LIGHTING
- ADDITIONAL AUDIO & VISUAL EQUIPMENT
- ARRANGEMENTS FOR ANY OUTSOURCED COMPANIES

PLEASE NOTE

- KOSHER, HALAAL & VEGETARIAN REQUIREMENTS WILL CARRY A SURCHARGE AND/OR WILL BE QUOTED ON ACCORDINGLY
- SET UP & LINEN FEE WILL BE APPLICABLE FOR EVENTS BELOW MINIMUM REQUIRED NUMBERS AND FOR EVENTS WITHOUT FOOD AND/OR BEVERAGE CATERING
- ALL AUDIO & VISUAL EQUIPMENT IS AT AN ADDITIONAL EXTRA CHARGE
- TECHNICAL SUPPORT IS AT AN ADDITIONAL EXTRA CHARGE
- ALL PRICES ARE SUBJECTED TO CHANGE DUE TO SUPPLIER INCREASES
- WE RESERVE THE RIGHT TO AMEND QUOTED PRICES WITH NOTIFICATION

PAYMENT TERMS

INITIAL PAYMENT

A 50% DEPOSIT IS REQUIRED UPON CONFIRMATION OF BOOKING IF MORE THAN 14 DAYS PRIOR TO EVENT. THIS INITIAL PAYMENT WILL SECURE YOUR CONFERENCE DATE WITH JESSENCE TRADING (PTY) LTD AND IS NON-REFUNDABLE SHOULD YOU CANCEL OR POSTPONE YOUR EVENT.

FINAL PAYMENT

BALANCE OF 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.

DEPOSIT: IN THE EVENT THAT YOUR CONFERENCE IS POSTPONED, A NEW INITIAL PAYMENT OF 50% OF QUOTED AMOUNT MUST BE MADE TO SECURE YOUR NEW DATE.

FINAL PAYMENT: SHOULD YOU DECIDE TO POSTPONE (OR CANCEL) YOUR CONFERENCE AFTER THIS DATE, UNFORTUNATELY YOU WILL FORFEIT ALL PAYMENTS MADE TO DATE SINCE FOOD ORDERS WILL BE PLACED AT THIS STAGE.

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.
- ANY LOSS OR DAMAGE TO PROPERTY INCLUDING LINEN, BEYOND REASONABLE WEAR AND TEAR WILL BE CHARGED FOR ACCORDINGLY
- NO MOVING OF ANY FURNITURE & POT PLANTS IN THE CLUBHOUSE

MISCELLANEOUS RATES & CHARGES

- AFTER 17:00, AN OVER-TIME FEE OF R1500 PER HOUR OR PART THERE OF WILL BE CHARGED FOR THE USE OF THE CONFERENCE FACILITIES

ALL RATES QUOTED INCLUDE VAT AT 15%.

PLEASE NOTE THAT FOOD AND BEVERAGE PRICES ARE SUBJECT TO CHANGE.

ANY PRICING PROVIDED WOULD BE AN ESTIMATE ONLY AND IS SUBJECT TO FINALISATION AT THE FINAL BRIEF, 2 WEEKS IN ADVANCE OF THE CONFERENCE.

Jessica's

CONTACT US

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