



**BONANZA**  
GOLF COURSE



*Enjoy the natural and peaceful environment of Bonanza*

# 2019 CONFERENCES & CORPORATE EVENTS





Dear Client/ Member,

## WELCOME TO BONANZA GOLF COURSE

**Bonanza Golf Course** is a place of quiet streets, a place where trees and the landscape define your view. At this exclusive Lusaka development corporates connect and network amidst the wonder of the natural beauty and the sounds of songbirds all within reach of the city.

Bonanza Golf Course offers a choice of an indoor and outdoor venue for your function and conferencing needs, and depending on the seating arrangements can accommodate up to 150 people.

All rates quoted are inclusive of VAT and service charge. Corporates and Members alike may wish to use our facilities for conferencing, team building, networking opportunities, cocktail parties, product launches, award ceremonies, and MUCH MORE. Terms and Conditions apply

specialised conferences



Taste the Wine Shop - corporate expos



cinema style for product launches



## 1. VENUE HIRE RATES

The venue hire indicated here, is for a standard set up to 80 guests, in excess of this total a Venue Hire Fee is levied, depending on the number of overall guests and function requirements.

**CONFERENCE ROOM:** Venue Size: 150 sqm 4.5 high  
Venue Hire for half day: K 1 800.00  
Venue Hire for full day: K 3 000.00

**OUTDOOR HIRE:** 2,000 sqm  
VENUE HIRE: K 10 000.00

Thinking of hosting a team building session with us that requires both the conference room and outdoor space? No problem, we can accommodate you.

**INDOOR & OUTDOOR VENUE HIRE AVAILABLE. CONTACT US FOR A DETAILED QUOTE.**

BONANZA GOLF COURSE MEMBERS AND CORPORATE MEMBERS ENJOY 50% OFF VENUE HIRE

## 2. VENUE AND WAITRON TIME

You have the use of the venue for 8 hours from the scheduled time of the function or until 22.00 hrs that evening - whichever time is first. Bonanza Golf Course calls last rounds at 21.30 hrs with the intent to close by 22.00 hrs.

Please note that Bonanza is a residential housing estate, thus a noise cut off from 22.00 hrs will be enforced, and no event is to go on past 22.00 hrs, with the exception as agreed upon prior with the Director of Golf. Should your function go on past 22.00 hrs, overtime fees of K1500 is charged every hour spent after 22.00 hrs.

Bonanza Golf Course has a service staff compliment of five waitrons and three barmen. The request for additional waiter service is at an additional charge of K175 per waiter.

## 3. STANDARD INCLUDED ITEMS UP TO 80 GUESTS:

- Service staff: Waiters & Barmen
- Conference Tables and Padded Conference Chairs
- Data Projector & Screen
- Ample Parking & Back Up Generator
- Crockery and Cutlery
- Glassware: Red Wine, White Wine & Champagne Glass
- Exclusive use of your venue for the day, and possible set up in advance – (please note that this is not guaranteed and would need to be communicated and planned for in advance)

**NOTE: SHOULD YOUR FUNCTION EXCEED 80 GUESTS, HIRE-IN ITEMS WILL BE CHARGED**



## 4. EXCLUDED COSTS NOT COVERED IN THE VENUE HIRE:

Bonanza would recommend that the client sources their own decor, but should the client request for Bonanza to manage this, a 5% handling fee will be added to the client's account.

- Menu Choices charged per person – please refer to functions menu
- Tables/ chairs other than our own stock
- Additional linen, chair covers
- Decor, Flowers
- Photography & Videographer
- PA System, sound and lights
- Entertainment
- Additional Waiter Service, over and above our standard - at K175 per waiter
- Breakage Fee: K2500
- After hour Fees, should the function go on past 22.00 hrs OR the 8 hour venue allocated time. An overtime fee of K1500 is charged every hour spent after 22.00 hrs.

## 5. CONFERENCING AT BONANZA

Our conference facility is 150 sqm and 4.5m high, and depending on the seating arrangements can accommodate a minimum of 10 delegates and up to 80 delegates. We are able to accommodate various conference setups, such as U-Shape, School Room, Cinema, or Boardroom.

*All rates quoted are inclusive of VAT and service charge.*

### STANDARD CONFERENCE EQUIPMENT:

- Conference Tables and Padded Conference Chairs
- White Board, Flipchart, paper and markers
- Conference pack: Note pads and pens (per delegate)
- Data Projector & Screen
- Waiters and service staff
- Mints
- WiFi

### CONFERENCE SETUPS:



Boardroom

18



Cinema

80



School Room

70



U-shape

20



## BONANZA CONFERCING PACKAGE

We offer Corporates and Bonanza Members a conference package charged per delegate that includes the standard conference equipment listed above, a conference pack per delegate, two standard tea breaks and a buffet lunch. Plus, we give you the option to select a buffet lunch that suits your budget. The breakdown below of our packages gives you a clear breakdown of what is included in the cost. We have many extras to choose from should you wish to add to your package – please refer to the extra's below.

Venue hire is charged over and above the conference rate per person;

HALF DAY: K1,800.00 FULL DAY: K3,000.00

INDOOR & OUTDOOR VENUE HIRE AVAILABLE. CONTACT US FOR A DETAILED QUOTE

PLEASE NOTE THAT THE PACKAGES LISTED BELOW ARE FOR A MINIMUM OF 10 DELEGATES TO A MAXIMUM OF 80 DELEGATES. WE ONLY PREPARE BUFFET MEALS FOR GROUPS GREATER THAN 10 PAX, THUS GROUPS BETWEEN 1 – 10 PAX WILL BE ASKED TO ORDER OFF OUR RESTAURANT ALA CART MENU.

### BONANZA CONFERENCE PACKAGE – SERVED WITH A BUFFET LUNCH

DESCRIPTION	COMPACT PACKAGE	DELUXE PACKAGE	PREMIUM PACKAGE
Conference pack per person: note pad, pens, soft mints	<b>K285 PER PERSON</b>  Select from menu 2 (casserole dishes)	<b>K320 PER PERSON</b>  Select from menu 3 (braai menu) OR 4 (roast menu)	<b>K385 PER PERSON</b>  Select from menu 5 (full Bonanza buffet)
1x Bottle water per delegate			
Conference setup: Data projector & Screen			
Mid morning tea break – served with tea, coffee and biscuits			
Buffet lunch – rate based on menu choice			
FRUIT JUICE – glass per person with lunch			
Mid afternoon tea break – served with tea, coffee and biscuits			

### CONFERENCE EXTRAS

DESCRIPTION	RATE PER ITEM
<b>FOOD &amp; BEVERAGE EXTRAS</b>	
Buffet Breakfast: Full English Breakfast	K115
Bottle Mineral Water	K10
FRUIT JUICE – glass per person	K20
Local Softie (Coke, Coke Zero, Sprite, Fanta)	K15
Cordial – Lime, Passion fruit	K50 per jug
Mixers (Soda water, Lemonade, Ginger Ale, Tonic)	K15





Assorted Sandwich Cocktail Platter	K250 per platter/ K25 per person
Assorted Muffin Cocktail Platter	K250 per platter/ K25 per person
Wrap Cocktail Platter	K280 per platter/ K28 per person
Mixed Bruschetta Cocktail Platter	K370 per platter/ K37 per person
Mixed Savoury Cocktail Platter	K500 per platter/ K50 per person
Cheese Cocktail Platter	K700 per platter/ K70 per person
<b>OTHER</b>	
High Speed Internet provided by Paratas	K25 per person
Table linen (white table cloths)	K5 per table cloth
Cocktail table hire (15)	K50 per table

## BOOKING POLICY

Bookings need to be confirmed no less than one week prior to the event, and any last minute bookings in most circumstances will not be honoured. The total number of guests attending a function must be confirmed with the Course no less than 48 hours prior to the event (failing which full numbers will be charged for).

- In the event of non-arrivals, the full tariff will be charged for numbers confirmed.
- The Course requires, in writing, no later than 14 days prior to arrival a detailed programme of events for the group. Failure to supply the Course with this information may result in the Course being unable to adequately finalise the arrangements for the group.
- All special requirements and instructions must be clearly stipulated in writing to the Course.

Once a formal quotation has been drawn the organiser will be responsible for full payment upfront, where the payment secures the date and event booking. Without payment secured, the Course reserves the right to release any / all arrangements as stipulated in this letter, without prior notification. Once payment has been made, please scan and email a copy to: [reception@bonanzagolfcourse.com](mailto:reception@bonanzagolfcourse.com) OR [charlesj@bonanzagolfcourse.com](mailto:charlesj@bonanzagolfcourse.com).

Any further outstanding amounts should be settled on the day of the event, with the presentation of the Invoice. One week prior to your conference/ event, full function requirements will be required by the Course. Please send these details directly to: [reception@bonanzagolfcourse.com](mailto:reception@bonanzagolfcourse.com).

In the event of a cancellation or postponement of a guaranteed booking, the policy is:

- 4 - 6 weeks prior to arrival: 75% of total deposit will be charged.
- Less than 4 weeks: 100% of total deposit will be charged.
- Only written notification of amendments will be accepted

