



Golf Outing Packet
The Links at Dardenne

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Tournament Information

Greens Fees / General Information

Please contact The Links at Dardenne Golf Professional to inquire about Greens Fee Pricing.

All a.m. shotgun starts will begin no later than 8:00 a.m., and all p.m. shotgun starts will begin no earlier than 1:00 p.m. unless approval is given by The Head Golf Professional.

A.M. Shotgun start events are available to groups with **20-144 players** when playing in groups of four. However, **only groups of 100 or more will close the course to other play**, smaller groups will use a reverse shotgun start with regular play following the last group off #1 tee.

P.M. Shotgun start events must guarantee a **minimum of 52 players and not exceed 144 players** when playing in groups of four. However, **only groups of 100 or more will close the course to other play**, smaller groups will use a forward shotgun start with regular play following the last group off #1 tee.

Double Shotgun start events will require a **minimum of 200 players and not exceed 288 players** when playing in groups of four. Although we do accept groups with less than 100 players, please be advised that you may have other groups booked at the same time.

All pre-booked event pricing fees include: **opening fees, guest fees, cart fees, use of the locker room facilities, practice range, practice putting green, sponsorship sign placement and removal, all tournament services, preparation of scorecards, cart assignment tags, scoresheets, and scoring.**

All Shotgun start events will be charged a \$200.00 Outside Service Gratuity.

Tournament Information

Greens Fees / General Information (continued)

Golf Carts

Golf Carts are mandatory for all outings and are included in the guest fee. For all shotgun events, **72 golf carts are available. All groups requiring more than the available number of carts will pay \$35.00 for all carts Links at Dardenne has to lease for the day.** All golf cart operators must be at least 16 years of age and possess a valid driver's license.

Golf Guarantees/Confirmation

The number of players indicated on your original contract is the number considered for approval. The contract must be signed by your organization's authorized representative and returned along with a **\$500.00** deposit. **Formal booking of the event is not complete until the contract and deposit are received by the Head Golf Professional at The Links at Dardenne.**

Cancellation

Written cancellations received by The Links at Dardenne Head Golf Professional **prior to 45 days** from the scheduled date of the golf event will result in **100% refund of deposit.** Cancellation made within **45 days** of the scheduled event will have deposit refunded contingent upon booking of cancelled date with a comparable tournament.

Rain Dates

Pre-booked rain dates are not possible. Should the golf course be closed for any reason, rescheduling of your event will be addressed at that time. Should the golf course be closed, and remain closed, after the event has begun, the following will apply:

1-8 Holes Completed	9-18 Holes Completed
75% of green fee per player	Standard tournament green fee

Tournament Information

Greens Fees / General Information (continued)

Deadlines

The following time frames apply for any changes in numbers of players. Changes in the minimum indicated on your contract will require re-approval.

Single Shotgun Events-	Forty Five (45) days notice
Double Shotgun Events-	Forty Five (45) days notice
Tee-time Events-	Fifteen (15) days notice

Playing Formats

In the interest of speeding up play, all formats must be approved by The Head Golf Professional. It is recommended that a scramble or some form of selected drive format be used.

Golf Shoes

The Links at Dardenne is a **Soft Spike Facility**. If you do not have soft spikes we will change your spikes for a fee of **\$10.00 per pair**. This charge can either be billed to the tournament or paid by the golfers individually. Please notify your guests so that they allow extra time for service if they do not have soft spikes.

Rental Clubs

Rental clubs are available at a price of \$35.00 per set. **A notification of the number of sets is required in advance.**

Additional Tournament Responsibilities

All tournaments assume responsibility and liability for their players and volunteers in connection with their event.



Tournament Information

Greens Fees / General Information (continued)

Dress Code

Please notify all members of your group as to the proper dress.

	<u>Acceptable</u>	<u>Not Acceptable</u>
Men	Shirts with sleeves, slacks Jogging outfits (nylon or silk) Golf Shorts or walking shorts are considered appropriate attire	Tank tops, cut-offs, sweat pants, bathing suits, tennis shorts or other athletic shorts NO jeans/denim permitted
Women	Dresses, skirts, slacks, jogging outfits (nylon or silk), golf shorts, mid-length shorts, blouses, or collard golf shirts.	Halter tops, fishnet tops, bathing suits, sweat pants, tennis skirts, athletic shorts, or cut-offs are not permitted. No jeans/denim permitted.
Shoes	Golf shoes with Soft Spikes or spikeless golf/tennis shoes are required on the golf course and practice areas.	Use of shoes other than golf shoes must be approved by the Golf Shop. Golf shoes with metal spikes, football, baseball, or soccer spikes are not permitted.

Billing

Groups with 52 players or more: Approximately 10-14 days prior to your event, The Links at Dardenne will fax or e-mail a bill to you for **75%** of your estimated charges. This bill must be paid on or before the day of play. **Groups with 12-51 players:** Will be required to secure a deposit with a credit card and pay balance the day of play.

Final Payment

The balance of actual charges, groups with 52 players or more will be billed, **net 10 days,** from the day of your event. A finance charge of **1 1/2 %** of unpaid balance will be assessed for accounts past due.

Collection of Fees

The tournament's authorized representative must collect all fees from participants.

Tournament Information

Checklist of Services Your Group May Need

<u>Golf Shop</u>	
	Tournament Prizes (Merchandise & gift certificates available)
	Logo Merchandise (Balls, shirts, windshirts, towels, hats, etc. Allow 6-8 weeks after artwork submitted)
	Golf Clinic (PGA Professionals are available to conduct clinics or exhibitions for your group- Extra Charges Apply)
	Golf Cart Assignment Cards (Names and starting time or hole posted on cart)
	Scorecards (Players names printed on card)
	Scoresheets (Names printed and posted on scoreboard)
	Rules & Events Sheets (Posted on each cart)
	Special Events: ___Closest to Hole___Long Drive___Longest Putt___Other
	Hole-In-One Insurance (Must be notified 10 days prior to event)
	Mulligan Tickets (Carnival type tickets, available at no charge)
	Sponsor Signs (Signs can be made for a fee, 30-day lead time is necessary)
	Errand Carts (committee members, photo, etc.)
	Rental Clubs (Advance notification on number of sets needed at \$35.00 per set)
	Tax Exempt Letter (Please include a copy with your paperwork)

It will be necessary to have the pairings **no less than three (3) days in advance** so that scorecards and cart signs be prepared prior to the outing.

Pairing should include first and last names.

Tournament Information

Contract for Outings

Shotgun Start Outings will have a minimum guarantee of **100** players for a closed course shotgun. PM shotguns must guarantee a minimum of 52 players for a shotgun start. Only when paying for the 100 player minimum will the event have the entire golf course for their outing. **All Shotgun Starts** will be at 8:00 a.m. or 1:30 p.m. unless the Head Golf Professional approves other arrangements.

Tee Time Outings will guarantee their number of player **fifteen (15)** days prior to the event date. Each reserved tee time represents four (4) Greens fees. Tee time outings will share the Golf Course with normal play.

Weather Considerations: Outings are responsible for full payment of event unless the golf course is closed due to inclement weather or the golf professional deems the golf course unplayable.

Deposits: Deposit of \$500.00 is needed for Shotgun Events. Tee Time events are required to secure a deposit with a credit card and pay the balance the day of play.

Deposit must accompany this contract.

Refund of deposit will occur if Tee Time Events are cancelled a minimum of fifteen (15) days prior to event day and Shotgun Events cancelled a minimum of forty-five (45) days prior to event.

**ALL CANCELLATIONS MUST BE MADE WITH
THE HEAD GOLF PROFESSIONAL**



Tournament Information

Contract for Outings (Continued)

75% Estimate of charges will be sent to **ALL SHOTGUN** start outings.
This payment will be due on or before the event date. The balance due of actual charges will be billed at net **10 days**.

If your organization claims sales tax exempt status, a current sales tax exempt letter is required. **This needs to be on file no later than the scheduled outing date.**

This Contract, made and entered on _____ by and between _____ and The Links at Dardenne are for the purpose of reserving tee times on the Golf Course.

Account #: _____

Contact Name: _____

Tournament Name: _____

Company Name: _____

Address: _____

Billing Address (if different): _____

Date Request: _____

Guaranteed number of Players for Golf: _____

Rate Agreed upon for Golf: _____

Shotgun Start time: _____

Tee Time Outing Times: _____

The undersigned understand and agrees to the policies stated in the tournament packet. This packet in its entirety has been provided and/or is available on the facility website.

AUTHORIZED SIGNATURE: _____