

TOURNAMENT TERMS AND CONDITIONS

DEPOSIT REQUIREMENTS AND PAYMENT TERMS:

In order to secure your tournament booking, we require a deposit of \$500.00 to be accompanied by the signed golf tournament contract and signed tournament terms and conditions. This deposit will cover damage, cancellation, short bookings and players outside the tournament time. Your deposit will be refunded after the tournament by mail, less any amount due for the above causes. Please note: In the event of cancellation, the entire \$500.00 will be forfeited.

Full prepayment based upon guaranteed attendance must be received one week prior to the tournament date. Do not deduct your \$500.00 deposit from this total. You will be required to advise the General Manager for increasing the number of additional dinner guests for the banquet up to 4 days prior. The final guarantees are not subject to reduction. The club shall issue a refund cheque for your deposit, less any additional charges, within ten working days.

COURSE SIGNAGE:

Guildford Golf and Country Club will provide and set up on course competition signage (closest to the pin, long drive etc.) Hole sponsorship signs must be received in the Pro Shop at least 1 day prior to the tournament. Our staff will place signs on the course, provided that specific instructions are included. All signs must be free standing and assembled before delivery. May we suggest signs made of Chloroplast with H stands. Guildford Golf and Country Club will assume no responsibility for any signs left on the premises after the event.

INCLEMENT WEATHER:

In the case of inclement weather, tournaments will play as scheduled unless the Head Professional and Superintendent of Greens determine the course to be unfit for play beforehand. If this is the case, green fee passes will be issued to each player and if applicable, the dinner portion will continue as planned.

FOOD AND BEVERAGE:

All food and beverage must be provided by Guildford Golf and Country Club. There will be no exceptions. Absolutely NO coolers or outside alcohol will be allowed on the course. All golf bags are subject to inspection. Any alcohol not purchased from Guildford will be confiscated. This will be strictly enforced. Repeat offenders will be asked to leave the premises. Liquor given as awards may not be consumed on the premises. It is the responsibility of the tournament organizer to inform all participants of our expectations regarding Food and Beverage regulations.

PLAYER ON COURSE CONDUCT:

DRESS CODE...Golf course and clubhouse dress code etiquette must be observed at all times as follows: full length pants, plus fours, tailored pants and shorts (maximum distance 6" above the knee) golf shirts should have collars and should be worn tucked into the pants or shorts. No sweatpants, tennis shorts, cut-offs, gym shorts, tank tops, or shirts with offensive slogans or illustrations will be tolerated.

Each player must play out of their own set of clubs. (rental sets are available) All players will play in foursomes unless otherwise directed by the golf shop. Novice players must be mixed with experienced players.

“Keep Pace” program in effect – all groups must maintain their position. Any group falling behind will be asked to move forward and pick up the pace. We strongly suggest a maximum of 3 strokes over par per hole.

All players must observe instructions from the Pro Shop and the Course Marshall at all times. Liaison with the Tournament Sales Coordinator or Club Professional must be through the Tournament Organizer.

The Tournament Organizer will be responsible to advise all players of the course conduct information provided herein.

The Tournament Organizer will be responsible for the conduct of all players in the group. It is his/her responsibility to make all players aware of the tournament terms and conditions paying particular attention to our Food and Beverage regulations and dress code, and ensure that they are observed at all times. Any damage sustained to the clubhouse, course, power carts or any other equipment of the Guildford Golf and Country Club will be the express responsibility of the Tournament Organizer. All players are responsible for their own property. Guildford assumes no responsibility for any loss or damage to goods, property, or equipment brought into the facility by the players.

I have read the information outlined above. I understand and agree to comply with the Tournament Terms and Conditions as they have been set forth.

Name of Tournament Organizer (Printed)

Signature of Tournament Organizer

Today's Date

Tournament Date

TOURNAMENT CHECKLIST

One Month Prior

- o Advise Sales as to menu selection, wine selection and beverage requirements.
- o Advise Sales Coordinator as to tournament accompaniments (prize packages, concession vouchers, rentals). In the case of rentals, please differentiate between left and right-handed clubs.
- o Advise sales Coordinator as to on course competition (kp's, long drives, hole in one) with specific hole numbers and consideration of men's vs ladies.

Shotgun tournaments

- o Advise Sales Coordinator as to requirements for hole sponsors (chairs, tables etc... needed at the hole). If sponsor will require a cart, we recommend that they make this reservation at least one month prior to tournament date.

One Week Prior

- o Full prepayment of guaranteed attendance. Do not deduct the \$500.00 deposit from this payment. Any overpayment will be refunded within 10 working days as outlined in Tournament Terms and Conditions.
- o Submit players list indicating player's first and last names. Tournament organizer should be included in the last group or give the Pro Shop the name of another contact person, should any questions arise before the final group tees off.
- o Advise Sales Coordinator of number of additional Dinner Only guests.

One Day Prior

- o Deliver freestanding signs for golf course clearly indicating placement requests
- o Advise Pro Shop of all changes or substitutions on your players list.

Tournament Day

- o Tournament registrar should arrive at least 2 hours prior to the first tee time.
- o Advise Pro Shop of any changes or substitutions on your players list at least 2 hours prior to the first tee time

Relax and enjoy your day. If you have followed this checklist, your tournament will run smoothly. Our staff is here to serve you, and will do their best to make this a memorable day.

TOURNAMENT CONTRACT

Please Reserve the Following Date for 2018:

I understand that, as organizer, I am fully responsible for the conduct of all guests and any damage they may do to Guildford property. I have read and fully understand the Terms and Conditions laid out by Guildford Golf and Country Club. I agree to provide guaranteed numbers for both golf and banquets, with full payment, no later than seven days prior to my tournament date. I understand that the final guaranteed numbers will not be subject to reduction and that any additional charges will be payable through the administration, the day of the event. (As a convenor, I understand that I can increase my numbers up to 24 hours in advance of my tournament.) The \$500.00 deposit should not be deducted from this payment. Any overpayment will be refunded within ten (10) working days. Guildford Golf and Country Ltd. assumes no responsibility for any loss or damage to goods, property and/or equipment brought into the facility by guests. Except for claims arising out of acts caused by gross negligence of Guildford Golf & CC, the patron hereby agrees to indemnify, defend and hold harmless, Guildford Golf & CC, its directors, officers and employees and any other person or persons who control Guildford Golf & CC (collectively the Indemnified Parties), from and against any and all loss, liability, damage, claim or expense (including the reasonable cost of investigating and attorney's fees) that Indemnified Parties may incur, insofar as any liability, damage, claim or expense which is related to or arises from, directly or indirectly, facilities/equipment usage and rentals on the property of Guildford Golf & CC. I acknowledge that I have read and understand the Tournament Contract and agree to everything within its contents.

Tournament Organizer

Today's Date

Tournament Name

Tournament Date

Address

Number of Players

City

First Tee Time

Postal Code

Green Fee Price Per Person (Before Taxes)

Phone Number

Dinner Price Per Person (Before Taxes)

Fax Number

Deposit Amount

Tournament Organizer's Signature

Tournament Contract

Please provide the following information:

I _____ authorize Guildford Golf & Country Club to charge (full name)
my credit card account indicated below for \$ _____ on or after _____
(Amount) (Date)

(Description of goods/services)

Billing Address: _____

Phone: _____

City/Province/Postal Code: _____

Email: _____

Account Type (Circle): Visa Mastercard Amex

Cardholder Name: _____

Account Number: _____

Expiration Date: _____

Signature: _____ Date: _____

I authorize the business named above to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.