

## **Tournament Outing Guide & Contract**



## Table of Contents

Briarbrook Golf Course is pleased that you have chosen to host your golf event at our facility. This guide is designed for you to have the organizational tools you will require to successfully manage and execute your golf outing.

Table of Contents:

1. Steps to a Successful Golf Outing
2. What to Expect on the Day of Your Golf Event
3. Commonly Used Outing Tournament Formats and Prize Options
4. Food and Beverage
5. Professional Services
6. Policies and Procedures
7. Outing Contract



## 1. Steps to a Successful Golf Outing

The chart below will assist you with the planning and implementation of your golf event from start to finish.

<b>Task</b>	<b>Timeframe</b>
Select and confirm a date by submitting the outing contract and your outing deposit	Up to 1 year in advance
Solicit sponsors, donations, VIPs, and special invitees	6–8 months in advance
Prepare invitations and marketing materials	6–8 months in advance
Secure Hole-in-One insurance and prizes	6–8 months in advance
Order any special merchandise requiring logos	3 months in advance
Recruit volunteers and any media required	2 months in advance
Organize your sponsor signs and consult a printer for production and delivery	1–2 months in advance
Ascertain guest list progress	1 month in advance
Confirm banquet menu and requirements	2–3 weeks in advance
Confirm your final sponsor and volunteer list	2–3 weeks in advance
Collect and organize your donations and prizes	2–3 weeks in advance
Final count for golf and banquet to BGC	2 weeks in advance
Contest and Golf Shop allocation list to BGC	3 days in advance
Deliver sponsor and tee signs to BGC	1–2 days in advance
Final golfer list to BGC	2 days in advance
Event payment due	Day of your event
Pre event set-up and registration	Day of your event
Enjoy your event and the result of your hard work	Day of your event
Book your event for next year	Day of your event
Evaluate your event for next year	1–2 weeks after the event

The staff at Briarbrook Golf Course is always available to you as a resource. Please do not hesitate to call or email us should you have questions or concerns regarding any of the above items on the checklist.

## 2. What to Expect on the Day of Your Golf Event

**Coordinators and Volunteers:** Your coordinators and volunteers should plan to arrive at Briarbrook Golf Course; 2 hours prior to the scheduled start of your event. This will give you ample time to organize your registration area and prepare any tee gifts for distribution when your guests arrive.

**Guests:** Participants should be notified that registration ends 15 minutes prior to the start of the event. This will allow time enough for all participants to register and settle in their cart before the event starts.

**Registration:** Briarbrook Golf Course will provide two 8-foot tables for registration of your guests and distribution of tee gifts and hand-outs. Registration is typically done in the front of the clubhouse. However, if you prefer to have your registration area set up on the back deck overlooking the golf course, we can arrange that for you.

**Tee Signs and Sponsor Signs:** Briarbrook Golf Course will place all tee signs, hole-in-one signs, and sponsor signs for your event on the golf course, provided we have them in our possession a minimum of 3 hours prior to the start of your golf event. We ask that you have your on-course signage delivered to BGC 1–2 days prior to your event date, if possible. After your event, your signs will be collected and ready for collection on the day following your event.

**Golf Cart Staging:** All golf carts will be outfitted with scorecard, pencil, and cart placard that includes the event name, player names, start time, and starting hole. For shotgun starts, all carts will be arranged in rows and grouped according to their starting position on the golf course. For safety considerations and organizational reasons, we will hand out cart keys just prior to the start of the event as the final greeting and event instructions are being delivered.

**Starting Your Event:** An BGC staff member will give your group a warm welcome and go over the outing format, rules of play, and other instructions for the day. Briarbrook Golf Course staff will then dismiss your guests out to their respective starting holes for the commencement of play.

**Contest Signs:** Briarbrook Golf Course will provide all required contest signs for your event. BGC will place them out on the golf course and retrieve them at the end of your event. For tee time events, we will place contest signs with your first group and remind the last group to remember to collect them as they pass through the contest holes.

**Scoreboard:** Briarbrook Golf Course staff will have a scoreboard set up and will post scores as players complete their rounds.

**Banquet Service:** The Food & Beverage staff will monitor the pace of play during your event so that food service will begin within a reasonable timeframe after players have finished and turned in their scorecards

### 3. Commonly Used Outing Tournament Formats and Prize Options

#### Format of Play

**Scramble:** This format is the most popular and the most commonly used format for golf outings as it allows players of all abilities to compete and contribute to the team score. Everyone in the group tees off and then the best shot of the group is chosen. All players then play from the spot of the best drive for the second shot. This selection and play process continues until the ball is holed out.

**Best Ball:** This format is generally chosen when each player has a USGA handicap. Players play their own ball for each hole, and the best score is used as the team score. Variations of this format include one ball per group or two balls per group per hole.

#### Common Starting-Hole Arrangements

**Shotgun Start:** All groups begin play at the same time from each hole on the golf course. This starting arrangement accommodates groups of 100–144 players. For these large groups will often have 2 groups on some holes, so an “A” and a “B” group will be assigned to these holes. Depending on the group size, BGC may adjust the starting holes to ensure a better pace of play (ex. Only one group starting on the holes following a par 3).

**Modified Shotgun Start:** All groups begin play at the same time from selected holes on the golf course. This starting arrangement accommodates groups of 24– 99 players. For these large groups will often have 2 groups on some holes, so an “A” and a “B” group will be assigned to these holes. Depending on the group size, BGC may adjust the starting holes to ensure a better pace of play (ex. Only one group starting on the holes following a par 3). Modified shotgun starts often are assigned hole #1 and hole #18 back through the course to fill out the field.

**Tee Time Starts:** Each group begins play from the 1st or 10th tee in succession. This starting arrangement works best for smaller groups of up to 40 players.

#### Skill Competition Markers

Competition markers are designated for single-hole competitions during your golf event. Competitions include Closest to the Pin and Longest Drive and may be separated by male/female competitions depending upon the number and mix of genders in the field. Proximity markers are placed on the competition holes by members of the Briarbrook Golf Course staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups’ cart).

**Closest to the Pin Holes: 4, 8, 11, 16 (Holes 4 and 11 are recommended)**

**Long Drive Holes: 2, 3, 7, 10, 14, 18 (Holes 7 and 14 are recommended)**

Typically, event planners attempt to have more closest to the pin contests than longest drive contests. Closest to the pin contests tend to give everyone a fair shot at winning. Longest drive contests tend to unduly give the advantage to the more skilled and experienced players.

#### **4. Food and Beverage**

Per Restaurant lessee's Guidelines

#### **5. Professional Services**

**Tee Signs and Sponsor Signs:** Briarbrook Golf Course staff will place any tee signs or sponsor signs that you have for your event on the golf course, provided that BGC has the signs a minimum of 3 hours prior to the start of your event (we request that you have your signs delivered by the day prior to your event if possible). Upon completion of your event, signs will be collected from the course and held for collection.

**Skill Competition Markers:** Competition markers are placed on the competition holes by members of the Briarbrook Golf Course staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups' cart). Upon completion of play, all markers will be collected and brought to the scoring area.

**Cart Placards and Scorecards:** Prior to your event, Briarbrook Golf Course will generate cart placards with the names of each player and will affix the placards to the carts to designate which players are riding in which carts. Briarbrook Golf Course will also generate customized official scorecards for each group and will place these on the steering wheel of the carts.

**Practice Balls:** Practice balls will be made available for your event on the practice area to allow your guests to warm up prior to the start of play. The practice area will open 1 hour prior to the start of your golf event.

**Scoring and Results:** Briarbrook Golf Course will create a scoreboard and will score your event. A results sheet will be generated that will include the teams that place for prizes and all contest winners.

#### **6. Policies and Procedures**

**Reservations:** Deposits are required to reserve dates and are non-refundable. All deposits are applied to the final invoice.

- Groups with fewer than 80 players but more than 30 require a \$500 deposit and a signed contract to confirm the date
- Shotgun starts require a \$1000 deposit and a signed contract to confirm the date

**Final Player Count and Golf List:** Briarbrook Golf Course must fully utilize the golf course each day. In order to accurately schedule your event, BGC requires that your final guest count be submitted 7 days prior to your event. The final guest list should be submitted 2 days prior to your event and should be in group format.

Example:

Group #1: Rickie Fowler, Jordan Spieth, Jason Day, Adam Scott

Group #2: Jack Nicklaus, Arnold Palmer, Lee Trevino, Tom Watson

Group #3: Leo Diegel, Gene Sarazen, Harry Vardon, Walter Hagen

The guest list is one of the most important responsibilities of the event coordinator. The guest list is the data source for generating your alphabetized check-in list, cart placards, scorecards, and scoreboard.

**Changes to Final Count:** Golf course utilization is tantamount to Briarbrook Golf Course's success as a business. It is for this reason that we are unable to drop your golfer count once the final player count has been submitted. We will make every effort to accommodate changes to your count as the event day approaches. In most cases, we will be able to accommodate additional players who sign up after the final count has been submitted.

**Payment:** Final payment is due on the day of your event. Deposits will be applied to your event invoice on the day of your event.

**Donated Food/Alcohol Goods:** Briarbrook Golf Course does not permit customers to bring food, beverages, or alcohol to the club. This policy is applicable even if the food or alcohol has been donated. Missouri's Alcohol and Beverage Commission laws do not allow for outside food and alcohol vendors at the club as it violates our licensing.

**Beverage Cart Service:** Briarbrook Golf Course has dedicated beverage service on the course.

**Inclement Weather Policy:** If the golf course is officially closed, the outing may be rescheduled. Except in the case of widespread extremely inclement weather, your guests should be asked to come to the golf course. Prior to the start of play, our golf course superintendent will determine the playability of the golf course. If the golf course is deemed to be playable, your event will be played. It is difficult to reschedule a golf event if there is food service involved. Food will have been ordered, delivered, and be in the preparation phase before your guests

arrive at the club. We will make every effort to reach a fair determination of how to proceed should weather affect your event. Please note that the course at Briarbrook Golf Course has superb drainage and is often playable when other courses in the area/region are not.

**Dress Code:** Proper dress is required at all times everywhere on the golf course (including the practice range and the putting green). Shorts should be an appropriate length, and collared shirts are required for men (no tank tops, tee shirts, or sports jerseys). Only spikeless golf shoes or sneakers are allowed on the golf course and practice areas.

**Pace of Play:** A round of golf should not take more than 4 hours and 30 minutes to complete. However, events sometimes have such a large number of players that pace of play can be compromised. Briarbrook Golf Course will have play coordinators roaming the golf course to assist the players in your event with the pace of play.



## 7. Briarbrook Golf Course Outing Contract

The undersigned in consideration of Briarbrook Golf Course (hereinafter referred to as BGC), renting to us a portion of their facilities and grounds for the purpose and number of guests as outlined hereinafter agree to the terms set forth below.

### The Shotgun

Shotgun start requires a minimum of 80 paid players and include tournament greens fee, shared cart, range balls. April through September shotgun starts are limited to 8:00 am or 1:00 pm at the quoted price. Shotgun events other than 8:00 am or 1:00 pm or from dates October through March, call for pricing. All Food & Beverage needs must be arranged through the La Famiglia Restaurant.

Weekday \$33.00/player    Weekend \$38/player (Only a select number of days are available)

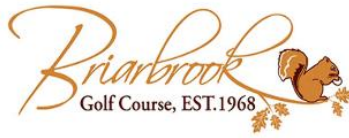
### The Sawed-Off Shotgun

Sawed-off shotguns are a great way to tee off a large number of golfers at once without having to incur a full shotgun fee. Sawed-off shotguns utilize the back-nine holes before the first golfers out that day make the turn. Sawed-off shotguns at the quoted rate are for groups between 15 and 50 players and are available during the first two hours after course opening. The package includes tournament greens fee, shared cart, range balls. Food & Beverage needs must be arranged through the La Famiglia Restaurant. Call for pricing for later starting times or smaller groups.

Weekday \$30.00/player    Weekend \$35.00/player

Any of these events can be paired with a delicious food and beverage package from the La Famiglia Restaurant to make your tournament one your players will remember. For date availability or more details on pricing contact

Kaleb Forkner GM/Head Golf Professional at 417-649-6777. For details on pricing for food & beverage packages contact Mark Rogers; Manager of La Famiglia Restaurant at ????????



## 2019 GOLF OUTING CONTRACT

**Client/Organization:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Approx. Number of Guests (\*):** \_\_\_\_\_

**Price Per Person:** \_\_\_\_\_

**Shotgun Start Time:** \_\_\_\_\_ **Event Format:** \_\_\_\_\_

**Outing Contact:** \_\_\_\_\_

**Outing Contact E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Proximity Contests:**

**Longest Drive:** Yes No      **Hole #'s:** \_\_\_\_\_

**Closest to Pin:** Yes No      **Hole #'s:** \_\_\_\_\_

**Hole-in-One:** Yes No      **Hole #'s:** \_\_\_\_\_

**Putting Contest:** Yes No

**Rental Clubs Required:** Yes No      **Number Requested:** \_\_\_\_\_

**(\*)** A guaranteed count is required three (3) business days prior to your event.

**As the Tournament Coordinator/Representative, you agree to comply with and inform/have all your participants comply with all Briarbrook Golf Course's policies.**

**Event Deposit:** An event deposit of \$500 is required within ten (10) days of the mailing date of this contract in order to secure the agreed upon date. Your date will be released if your deposit is not received within twenty (20) days. Deposits can be by credit card, cash or check. A signed copy of this contract must accompany your deposit.

**Final Payment:** The final payment for your outing is due on the day of the event. Final payment may be made in the form of credit card, check or cash. A credit card number must be on file with Briarbrook Golf Course for all events. Other payment arrangements must be approved no later than two (2) weeks prior to your event. A 10% gratuity will also be added to the invoice. An 18% finance charge will be added to any past due invoice.

**Number of Players:** Briarbrook Golf Course guidelines call for a minimum of eighty (80) players to reserve the facility for a shotgun start tournament. You will need to estimate the maximum number of golfers upon the signing of this contract. As the tournament planner, it is your responsibility to contact your Briarbrook Golf Course representative if the number of golfers changes by more than 10% or if the number drops below the minimum of 80 golfers.

**Player Reduction Policy:** The final number of players must be guaranteed with Briarbrook Golf Course three (3) business days prior to your outing. The required deposit is nonrefundable.

**Listing of Players:** A final list of golf pairings broken down into groups of four must be provided to Briarbrook Golf Course no later seven (3) days prior to your event.

Briarbrook Golf Course will provide you with an Golf Genius spreadsheet by email that you will use to submit your names/pairings. Hole assignments will then be established by the Club. Every effort will be made to accommodate pairing changes up to 24 hours prior to your outing. Additional golfers may still be added after the final listing has been turned into Briarbrook Golf Course.

**Number of Golf Carts:** Briarbrook Golf Course will provide enough golf carts for 84 golfers and 2 additional carts for volunteer/event coordinator use. If the number of carts needed exceeds this amount, you must contact Briarbrook Golf Course at least two (2) weeks prior and additional fees will apply.

**Course Closure:** You will be expected to host your outing on the agreed upon time unless the course has been closed. In the event of a complete cancellation of your outing due to weather, your deposit will be refunded. No rain checks will be issued on an individual basis during an outing.

**Food:** Per Restaurant Lease's Guidelines

**Damage:** In the event of damage to the golf course or any of Briarbrook Golf Course's property, you, as the tournament coordinator, will be liable for any and all damages. Every effort will be made by Briarbrook Golf Course staff to assist in determining who did the damage. It is important to drive the golf carts responsibly. Warnings will be issued to offending golfers. If

you, as the tournament coordinator are concerned about this issue, please contact your insurance agent to see about coverage in the event of damage. The charges for all damage will include but not be limited to: parts and labor to restore the damaged property and/or replacement costs.

**Golf Cart Rental Agreement:** As the sponsoring organization of a golf outing at Briarbrook Golf Course, you hereby; (1) agree to hold harmless, indemnify and defend Briarbrook Golf Course and its owners and agents from and against any and all injuries and damages of any kind whatsoever to any person or entity arising out of or in any way resulting from the negligence or reckless use of operation of the subject golf carts; (2) agrees to reimburse Briarbrook Golf Course for any such injury or damage to any golf carts; (3) agrees not to allow any person not of legal driving status to operate a golf cart. Signature of the tournament coordinator on this contract will constitute compliance with the above mentioned golf cart rental agreement.

**Alcoholic Beverages:** Missouri State Law prohibits the bringing of alcohol onto the Briarbrook Golf Course's premises. All such alcohol will be confiscated. Alcohol will be sold at Briarbrook Golf Course in the Golf Shop and on a beverage cart.

**Intoxication:** While your enjoyment of the day is important to us, so too is your safety. Please be aware that we take the responsibility of our liquor license seriously and reserve the right to stop serving any guest(s) at our discretion.

**Speed of Play:** Briarbrook Golf Course asks all its patrons to adhere to the USGA golf rules and reasonable pace of play for the enjoyment of all its guests.

**Attire and Equipment:** All players are expected to wear appropriate golf attire while on the property. No T-Shirts or tank tops are allowed. Each player must have his/her own set of golf clubs.

**Scoring:** Briarbrook Golf Course staff will provide TV scoring for your outing.

**Event Signage:** Banners and signs should be delivered to pro shop at Briarbrook Golf Course no later than the morning of the outing to allow Briarbrook Golf Course staff enough time to coordinate placement. Event signs may be placed at designated holes of your choosing and banners may be hung in pre-designated locations. Briarbrook Golf Course reserves the right to refuse the display of any banner or sign. All signs and banners must be removed from the property the day of your outing or they may be discarded.

**Tournament Prizes:** No cash will be distributed for flight winners. The Briarbrook Golf Course staff can either issue certificates in whatever denomination you desire, or you may choose to pre-purchase prizes or get donated prizes to hand out at the event.

I. CANCELLATION POLICY: In the event we cancel the outing,

- a. We will lose our full deposit if we cancel thirty (30) days prior to the day of the outing.
- b. We will owe BGC 100% of the total guaranteed golf and food commitments as stated in this agreement if we cancel less than one week to the day of the outing.
- c. We are liable for payment of all items ordered or reserved by BGC.

II. In the event that the course is deemed unplayable by Golf Course Superintendent, BGC reserves the right to postpone the outing and reschedule it at a mutually convenient time.

III. In planning your outing, we will arrange the menu with the BGC Restaurant Lessee's at least two weeks in advance of the outing date.

IV. We will furnish BGC with a final guaranteed count and the completed paperwork for the golf shop at least one week prior to the outing date. Increases that require additional tee times are subject to availability. We are responsible to pay BGC for the said guaranteed count.

V. We must pay by check (payable to Briarbrook Golf Course) or by credit card. The balance due after deposit is required on the day of the event. Briarbrook Golf Course will not bill you at a later time.

VI. BGC reserves the right to cancel outings at any time where the rules are not being observed or when the outing is not of a nature acceptable to BGC. BGC is not liable for the failure to complete this contract due to strikes, accidents or other causes beyond its control.

VII. All food and beverages must be purchased from BGC and outing patrons are not permitted to bring their own beverages. In accordance with Missouri State Law and BGC's alcohol policy, no alcohol may be purchased or served to anyone under the age of twenty-one (21). BGC practices responsible serving practices and will refuse service to any guest deemed to be intoxicated. Alcoholic beverages are only allowed in designated areas and may not be removed from the premises.

VIII. We assume all responsibility for any and all physical damage to the facility and/or equipment and for any personal injury to guest and employees of BGC caused by our acts, conduct, or omissions or the acts, conduct or omissions of our guests.

IX. We agree that, if we breach this agreement and/or fail to pay any money due under the terms of this agreement, we will pay BGC all reasonable attorney's fees and court costs incurred by them to enforce any of the terms of this agreement.

X. We acknowledge that BGC is not responsible for the items left on premises from outings.

XI. Decorations in the function and meeting rooms must be approved by the General Manager, and outdoor signage must be approved by the Golf Course Superintendent. It is our responsibility to provide the signage to BGC three (2) days prior to the outing.

WITNESS our Signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

SIGNATURE CONTRACTEE \_\_\_\_\_

Address: \_\_\_\_\_

Phone work: \_\_\_\_\_ Fax: \_\_\_\_\_

SIGNATURE CONTRACTOR \_\_\_\_\_ TITLE \_\_\_\_\_

Please sign and return this contract along with your deposit to:

Attn: Kaleb Forkner

Briarbrook Golf Course

PO Box 346

Carl Junction, MO 64834

Phone: 417-649-6777

If you have any questions regarding your outing or this contract, please contact Kaleb Forkner at 417-649-6777 or by email at [kaleb@briarbrookgolfcourse.com](mailto:kaleb@briarbrookgolfcourse.com).

Please Make Check Payable to:

Briarbrook Golf Course

PO Box 346

Carl Junction, MO 64834

Phone: 417-649-6777