



2019 GOLF OUTING GUIDELINES AND CONTRACT

Thank you for your interest in holding a golf outing at Diamond Links Golf Course. Our intent is to provide friendly and professional service to ensure your guests have a great day of golf and you meet your event objectives. Please provide the following information, carefully read the terms of the agreement, sign and return the agreement with required deposit. We are here to help!

Organization / Event Name	
Outing Responsible Representative Name	
Event objective	Fundraiser for _____ Family and Friends Other _____ Employee Appreciation Customer Appreciation
Should we list this as a public event (promote on our website, social media pages, email to members, etc.) to help increase the number of golfers?	Yes, please let golfers know. No, this outing is private; just for individuals I want to invite.
Mailing Address	
Telephone	
Email Address (primary method of contact)	

Desired Event Date	
Start Time (please let us know if you prefer a shotgun start) Our normal course opening time is 7 am.	
Price per Golfer	\$25
Estimated Number of Golfers (We require a minimum of 30 golfers)	
Event Format	Individual Ball Scramble Other Best Ball Par 3

Proximity Contests (indicate the number of the hole for each contest you wish to have)	Longest Drive HOLE # _____ Closets to Pin HOLE # _____ Other HOLE # _____ Hole-in-One HOLE # _____ Putting Contest HOLE # _____
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FOOD and BEVERAGE REQUIRMENTS

Do you require use of these facilities? SET UP TIMES?	Clubhouse Banquet Room (\$25 cleanup fee) Clubhouse Covered Area Picnic Shelter
Will you provide lunch or refreshments?	Yes Diamond Links Pre-Arrangement _____
<p>We have a beverage cart that is operated by our staff. Are you wanting to provide drinks to all participants using our beverage cart or would you like for us to supply and operate the cart? If we supply and operate, we carry Pepsi products, bottled water, Gatorade, etc. and charge participants for drinks.</p> <p>You Provide Drinks for Free</p> <p>Diamond Links Operates and Sells Drinks from Beverage Cart</p>	
We reserve one golf cart for the event organizers for all outings. Will you need any additional carts for organizers/event planners? Fees may apply for additional volunteer/spectator carts.	Yes No

(*) 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 Diamond Links Golf Course's policies.

Event Deposit: An event deposit of \$200 is required to officially reserve the date. Deposits can be submitted through PayPal Invoicing, debit or credit card, cash or check. A signed copy of this contract must accompany your deposit. You may scan/email or take photos of the signed contract pages and send back to us at diamondlinks@yahoo.com.

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 debit/credit card, check or cash. A credit card number must be on file with Diamond Links Golf Course for all events. Other payment arrangements must be approved no later than two (2) weeks prior to your event. An 18% finance charge will be added to any past due invoices. Sales tax will be charged unless the event organizer provides non-profit tax exemption number.

Number of Players: Diamond Links Golf Course guidelines call for a minimum of forty (40) 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 Diamond Links Golf Course representative if the number of golfers changes by more than 10% or if the number drops below the minimum of 40 golfers.

Cancellation & Player Reduction Policy: The final number of players must be guaranteed with Diamond Links 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 Diamond Links Golf Course no later seven (7) days prior to your event. Diamond Links Golf Course will provide you with an Event Man 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 Diamond Links Golf Course.

Number of Golf Carts: Diamond Links Golf Course will provide enough golf carts for 108 golfers and 1 additional carts for volunteer/event coordinator use. If the number of carts needed exceeds this amount, you must contact Diamond Links 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, we will work to agree upon a reschedule date. No rain checks will be issued on an individual basis during an outing. Deposit is non-refundable.

Food: All food arrangements purchased and/or prepared by Diamond Links Golf Course will be paid for in full no later than 7 days before the outing. To allow for proper planning by our staff, we require a finalized order. We are happy to offer specials that we may help arrange with particular vendors.

Damage: In the event of damage to the golf course or any of Diamond Links Golf Course's property, you, as the tournament coordinator, will be liable for any and all damages. Every effort will be made by Diamond Links 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 Diamond Links Golf Course, you hereby; (1) agree to hold harmless, indemnify and defend Diamond Links 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 Diamond Links 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.

Intoxication: While your enjoyment of the day is important to us, so too is your safety. Please be aware that we reserve the right to refuse service to anyone behaving inappropriately.

Speed of Play: Diamond Links 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 tank tops are allowed. Each player must have his/her own set of golf clubs. No metal spikes on shoes.

Scoring: Diamond Links Golf Course staff will provide score cards for each person participating in the outing.

Event Signage: Banners and signs should be delivered to the clubhouse at Diamond Links Golf Course no later than the morning of the outing to allow Diamond Links 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. Diamond Links 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.

Complimentary Giveaways: Thank you for choosing to host your outing with us. Upon completion of the outing, Diamond Links Golf Course will issue the event organizer one 18 hole green fee certificate (does not include cart fee). We will also donate a clubhouse gift basket and a round of 18 holes for you to use as event prizes.

I have read and agree to the terms and conditions outlined above.

Event Representative's Signature

Date

Return signed contract to: diamondlinks@yahoo.com