



Dear Prospective Tournament Group:

We are pleased to offer you our 2013 golf outing information along with a proposed contract. Our PGA professional staff specializes in all aspects of tournament operations and above all else, exceeding your expectations is our #1 goal. The wonderfully manicured golf course conditions, excellent lunch & dinner options and outstanding customer service with attention to detail will make your visit to Manchester Country Club and the Waterview Café a truly memorable one.

Outing rates for 2013 are included in your packet along with excellent menu options from our Waterview Café that include lunch and dinner packages. Also included is our tournament rules & regulations.

We understand you have many options when choosing a golf facility to host your event. Thank you for considering Manchester Country Club we appreciate your business and look forward to serving your outing needs. Please call or email should you have any further questions.

Sincerely,



John Cook  
Director of Golf  
Manchester Country Club  
860-646-0226 ex. 1  
[john@manchestercountryclub.us](mailto:john@manchestercountryclub.us)

## **2013 Golf Outing Information**

### **Shotgun Outings**

- Shotgun tournaments require a minimum guarantee of 72 players which allows for your function to utilize the entire golf course. If your tournament has less than 72 players, the club can fill in non-tournament groups at their discretion.
- **PLEASE NOTE THE TOURNAMENT IS RESPONSIBLE FOR FULL PAYMENT OF ALL 72 PLAYERS**
- Shotgun tournaments will be available on Wednesdays at a rate of \$66.00 Per Person and will start at 1:00 PM.
- Shotgun tournament requests for Saturday & Sundays are available at a rate of \$68.00 per person and based on availability.

### **Rental Golf Carts**

- Manchester Country Club has a fleet of 60 electric golf cars which can accommodate 120 players. If your tournament will exceed the 120 players, the tournament is responsible for the purchase of additional rental cars. The cost of the additional rental cars will be added to your final bill. Please make arrangements at least 1 week in advance to confirm your extra carts.
- The cost of the rental carts is \$45.00 per cart and can be rented on blocks of 10.
- **2 Beverage Carts** are available to rent through Manchester Country Club at \$25.00 per cart.

#### **The cost includes the following:**

- Golf & Cart Fee**
  - \$9.00 per player** towards tournament prizes & awards.
  - Tournament Setup;** Player Cart Signs, Scorecards, Player Lists
  - Player Assistance;** Staff will greet & handle player bags
  - On-course Setup;** Assist with setup of contest signs, hole in one signs
  - Event Scoring;** Scorecard collection, results and prize distribution
  - (1) on-course Ranger/Player Assistant**
  - Access to club facilities;** locker rooms, bathrooms
- **Additional tournament amenities are available upon request.**  
Tournament hats, balls, towels, shirts. Call the golf shop to inquire about our tournament logo programs & pricing info.

### **Contract & Deposit**

- The contract must be completed, signed and accompanied with a **NON-REFUNDABLE \$500.00** deposit in order to reserve your tournament date. The deposit will be credited towards your final bill at the end of the tournament.

## Golf Outing Rules & Regulations

1. All outings must make an effort to finish play within 4 ½ hours from your start time. We offer an on-course ranger/player assistant to help maintain a good pace of play. All players must follow golf car rules at all times.
2. In case of *inclement weather*, check with the golf shop staff before hand to ensure the course is open the day of your tournament. If the course is closed due to lightning or other conditions, play will be suspended and the golf course staff will determine if it can reopen that day.
3. The tournament is responsible for ALL removal and clean up of sponsor signs the day of the tournament. Manchester Country Club will not assume responsibility for lost or damaged items any time after the day of the tournament.
4. The tournament is financially responsible for any damage to course property including golf carts. Each tournament player will sign a cart waiver agreeing to any cart damage.
5. It is your responsibility to inform players that jeans and medal spikes are NOT ALLOWED and collared shirts are required.
6. Alcoholic beverages are NOT ALLOWED on the golf course unless prior arrangements are made with Manchester Country Club regarding proper Connecticut State Liquor permits and insurance certificates pertaining to liquor liability.
7. The tournament registration area is located in the Woodbridge Room of the Waterview Café. This room is ideal for checking in your guests as they can walk across to the Cheney Room for the buffet lunch. The back patio on the Waterview Café is also an option for a registration area.
8. Manchester Country Club will assume no responsibility from injury on the golf course.
9. Tournament players will be responsible for any damage done to the golf cars by the players other than normal wear. Manchester C.C. is free from any damage from the use of the golf car.
10. Tournament players must follow all golf course etiquette guidelines. Anyone who violates golf course rules is subject to disciplinary actions.
11. The tournament is required to provide an accurate list of the player names at least 3 days in advance

## **•2013 Golf Outing Contract•**

**This contract must be completed, signed and accompanied with a  
NON-REFUNDABLE \$500.00 deposit in order to reserve your tournament date.  
The deposit will be credited towards your final bill at the end of the tournament.  
\*\*\*Send copy of Tax Exempt Certificate (if applicable)\*\*\***

Outing Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Bill-To Address: \_\_\_\_\_

Bill-To Address: City: \_\_\_\_\_ Zip \_\_\_\_\_

Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Tee times: No. of golfers \_\_\_\_\_ Start time: \_\_\_\_\_

Shotgun: No. of golfers: \_\_\_\_\_ Start time : \_\_\_\_\_

***72 PLAYER MINIMUM FOR ALL SHOTGUN STARTS***  
*(Unless special arrangements are made with the Club)*

Price per golfer \$66.00 (includes green fee, cart fee & \$9.00 prize credit per person)

***I have read the terms and conditions of this contract and agree to abide by them.***

\_\_\_\_\_  
Name & Signature of responsible party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of acceptance (*Manchester Country Club Staff*)

\_\_\_\_\_  
Date