



We are pleased to offer you our 2022 golf outing information along with a proposed contract. Our 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, excellent food and beverage options and outstanding and attentive customer service, will make your visit to Manchester Country Club a truly memorable one.

New outing rates for 2022 are included in your packet along with menu options from The Hollow at Manchester Country Club.

We understand you have many options when choosing a golf facility to host your event.

Thank you for considering Manchester Country Club, and we look forward to the opportunity to host your event!

Please call or email should you have any further questions

Sincerely,



Jordan Gosler  
PGA Director of Golf  
Manchester Country Club  
860-646-0226 ex. 1  
[jordan@manchestercountryclub.us](mailto:jordan@manchestercountryclub.us)



## 2022 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. **If your event falls on Friday, Saturday or Sunday, the minimum number of players is 90 total players, and your rate is \$72 per player.**
- PLEASE NOTE THE TOURNAMENT IS RESPONSIBLE FOR FULL PAYMENT OF THE MINIMUM REQUIREMENT OF 72 or 90 players unless an agreement has been worked out with Manchester Country Club.

### Rental Golf Carts

- Manchester Country Club has a fleet of 60 golf carts which can accommodate 120 players. If your tournament will exceed the 120 players, the tournament is responsible for the purchase of additional rental carts. Please plan to make arrangements with Golf Cart rental companies to purchase additional golf carts. Manchester Country Club can assist in these accommodations if needed. We suggest reaching out to companies at least 2-3 weeks prior to the outing to guarantee extra carts will be available.

### The cost is \$67.00 or \$72.00 per player and includes the following:

- Greens Fee and Cart Fee**
  - \$10.00 per entry fee player** is used for team prizes & course contests and the utilization of our Golf Genius Premium Package. The golf shop will put together a prize payout once your player count is final. All prizes are redeemable in the golf shop only.
  - Golf Genius- The Outing can utilize our golf genius program for multiple things! We offer live scoring with tv leaderboards, email lists of up to 2500 players, sponsor portal pages and much more. Please inquire with Jordan Gosler to learn more about this opportunity for your golf outing!**
  - Tournament Setup:** Player Cart Signs, Scorecards, Player Lists, Scoreboards with scoring.
  - Player Assistance:** Staff will greet & handle player bags and help place bags on appropriate carts.
  - On-course Setup:** Assist with setup of contest signs, hole in one signs, and tournament sponsor signs.
  - Event Scoring:** Scorecard collection, results and prize distribution or live scoring through our golf genius program will be permitted.
  - One (1) on-course Ranger/Player Assistant**
  - Access to club facilities:** Golf specific restrooms, indoor registration
  - Any Member of Manchester CC that plays in your event will receive a discounted rate on the final bill to the event. All members of MCC will charged a flat rate of \$35.00 which includes tournament prizes.**
- Additional tournament amenities are available upon request. Tournament hats, balls, towels, shirts. Call the golf shop to inquire about our tournament logo programs & pricing information.

### **Food & Beverage Requirements:**

- i. Minimum Food & Beverage for all outings will be the choice of at least 2 meals from our Charity menu options. There will be breakfast, lunch and dinner options for every event.**
- ii. Food & Beverage Management:** The Hollow at Manchester Country Club is responsible for managing food & beverage. A team member will contact you to discuss menus, beverage carts and other banquet needs.
- iii. Room Rental Fees:** The rental fee for each of our banquet venues follows:
  - a. **Woodbridge:** \$100
  - b. **Cheney:** \$250
  - c. **Tent:** \$500
- iv. Taxes/Fees:** In addition to the per person charge, the following charges are applied. For tax exempt organizations, proper tax-exempt documentation of any 501C-3 must be provided.
  - a. **Tax:** 7.35%
  - b. **Administrative Charge:** 3%
  - c. **Service Charge:** 20%
- v. Guaranteed Guest Count:** A final head count must be provided to us 10 days prior to your event. You are responsible for paying for this number of people. If additional people participate in your event, you will be charged full price for those people.

### **Policy:**

If the event is cancelled within 14 days of the scheduled event date, 50% of the total cost will be billed to cover food and beverage purchases related specifically to the event. If you cancel your event less than 72 hours before the scheduled event date, you will be responsible for 100% of the food and beverage values for the guaranteed number of guests.

### **Outside Vendors and Rentals:**

No food or beverage can be brought in from an outside vendor without the permission of the Hollow. Rental items must be coordinated through the Hollow as well and will be billed accordingly. Vendor meals will be provided at an agreed upon cost. Black or white linens are included in the package prices. Specialized colors or custom materials will be an additional charge. The fee for technology rental is \$50 which includes but is not limited to: screen, projector, microphone, podium, etc. Anyone who wishes to have an event outside in our tent must pay a rental fee of \$500 for that space.

### **Cleaning and Damages:**

Your organization is responsible for the general cleanup of all items related to your event including but not limited to raffle items, program booklets, decorations, banners, personal possessions, etc. Your organization is subject to a fee if any assets of the event space are damaged or in disrepair as a direct result of your guests.

### **Liability Policy:**

Connecticut law prohibits the sale of alcohol to any person under the age of 21. The Hollow reserves the right to ask for identification from any and all patrons. Moreover, we also reserve the right to refuse service to any patron at any time.

### **Timeline:**

Event schedules will be determined with our coordinator. If your event extends beyond this timeline, you can be subject to a fee.

All communication regarding menus, changes, or other event details should be done so via email. Cancellations must be confirmed by a member of The Hollow management, answering machine messages are not acceptable.

### **Contract & Deposit**

- The contract must be completed, signed, and accompanied with a **NON-REFUNDABLE \$750.00** deposit in order to reserve your tournament date. The deposit will be credited towards your final golf bill at the end of the tournament. A check will be required when your contract is received.
- Please note that the tournament will receive two invoices:
  - one for golf, and payable to Manchester Country Club Inc.
  - one for food (if applicable), and payable to RTG Management, LLC
  - \$500 dollars will be applied to your golf bill from Manchester CC
  - \$250 dollars will be applied to your food and beverage bill to RTG Management



### **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 always follow golf car rules.
2. In case of *inclement weather*, check with the golf shop staff beforehand 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 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 damage to golf carts. Tournaments players will sign a cart waiver agreeing to any cart damage.
5. It is your responsibility to inform players that jeans and metal spikes are NOT ALLOWED, and collared shirts are required.
6. The tournament registration area will be provided.
7. Manchester Country Club will assume no responsibility from injury on the golf course.
8. The tournament is responsible for any damage done to the golf carts by the players other than normal wear. Manchester Country Club is free from responsibility from any damage from the use of the golf carts. All tournament players will be required to sign our cart agreement waiver prior to starting.

9. The tournament players must follow all golf course etiquette guidelines. Anyone who violates golf course rules is subject to disciplinary actions.
10. The tournament is required to provide an accurate list of the player names at least three (3) days in advance.
11. All decisions pertaining to food and beverage before, during and after your event must be approved through our Food/Beverage partner, RTG Management LLC.

### **•Golf Outing Contract•**

**This contract must be completed, signed, and accompanied with a NON-REFUNDABLE \$750.00 deposit in order to reserve your tournament date.**

**The deposit will be credited towards your final golf bill at the end of the tournament.**

**\*\*\*Send copy of Tax-Exempt Certificate (if applicable)\*\*\***

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

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

Name of Contact (Please print): \_\_\_\_\_

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

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

Email address: \_\_\_\_\_

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

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

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

**72 or 90 PLAYER MINIMUM FOR ALL SHOTGUN STARTS**

*(Unless special arrangements are made with the Club)*

Tournament price \$67.00 or (\$72.00 Weekends Only if minimum number is not met) per  
player

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

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Name & Signature of responsible party

Date

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Signature of acceptance *(Manchester Country Club Staff)*

Date

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Signature of acceptance *(The Hollow at MCC Management)*

Date