

Financial Obligations

1. A non-refundable deposit of 20% is required at time of booking to secure the event date. Preferred date is not secure until agreement is signed, returned and deposit submitted. Deposit may be paid by Credit Card or Check. After event is complete, an itemized invoice will be mailed indicating your tournament's total balance due. Please return a copy of the signed contract within 30 days of your receiving the Meadow Lakes Golf Club Contract along with deposit.
2. The Sponsor is financially responsible for at least the contracted minimum, even if the total player count on the day of the event is lower than the quoted number of participants. If the total player count on the day of the event is over the quoted number of participants, the Sponsor will be invoiced on a per player basis. The Sponsor must get approval from the Tournament Coordinator at Meadow Lakes Golf Club to exceed the contracted maximum number of participants.
3. Exclusive use of the golf course requires 110 players and must start by 9:00am or after 1:30pm. An Exclusive outing may have less than 110 players, but will be invoiced for 110 players, if the course is closed for outside guest play.
4. The Sponsor is allowed to make changes to their contracted number of golf participants up to 30 days prior to scheduled tournament date without penalty. **Groups of 110 or more can lower the guaranteed number no more than 15% and groups less than 110 players can only lower the guaranteed number by 10%. Groups expecting a sizeable decrease in players may lower their minimum with approval from the Director of Golf and the Tournament Coordinator with the following stipulations: Meadow Lakes Golf Club will open the golf course to the public, club and member play. Your tee time may be changed to allow Meadow Lakes to recoup revenue lost from low tournament player turnout, and it will be the responsibility of the Tournament or event sponsor to notify the players of the time change.**
5. **The Sponsor is required to purchase gift certificates from Meadow Lakes Golf Club for prizes. Meadow lakes will no longer allow outside prizes without permission of the Head Golf Professional and the General Manager.**

Initial: _____

Food & Beverage Services

1. Food and beverage packages are available from Meadow Lakes Golf Club. From boxed meals to buffets; breakfast, lunch, and dinner options are available. **Please request a menu.**
2. **Outside catering is allowed, but is subject to the following fees. A base charge is applied for any outside food and/or beverage (\$8.00 per player, per meal).** If donated beverages are to be used, Meadow Lakes can set up to 4 drink stations with ice (\$150.00 fee), any additional stations (\$25.00 each). If any ice is needed for coolers from the sponsor, (\$10.00 per cooler) will apply. If donated beverages are to be stocked in the beverage cart and circulated during the event (\$150.00 onetime fee, per beverage cart) will apply. All beverages must be

delivered to the Cart Building at least 24 hours prior to the scheduled event. **Please notify the Tournament Coordinator if you plan to operate your own beverage cart during the event.**

Rules & Regulations

1. The maximum number of players per shotgun is comfortably accommodated at 110. In the event of a larger group, additional carts may be purchased at a negotiated rate between our course and a partnering organization. If additional carts are necessary you must order a minimum of 6 extra carts. ***If a group is expecting more than 110 players, for the one shotgun, the tournament coordinator must be notified at least three weeks in advance. This enables the golf shop to make arrangements in securing extra golf carts for the event. All cost associated with bringing in extra golf carts will be the responsibility of the Sponsor.***
The Sponsor will be given up to 4 golf carts for transportation during the outing, subject to availability.
2. ***Registration will be located in the banquet room unless group would like to use another location, which must be agreed upon in advance.***
3. ***Scoring will take place in the banquet room unless the group is having a function after play at either the bar or restaurant.***
4. **The sponsors agree to pay for any damages that are sustained to any carts while in possession of the participants or volunteers of the event, as well as any damage to the golf course.** The sponsor promises and further agrees to hold any leaser of the golf carts, its assignees and Meadow Lakes Golf Club free and blameless from any damages or claims of any nature whatsoever that may arise from or through the use of any golf cart.
5. In the event of inclement weather, every effort will be made to complete the event. If the director of golf deems the golf course playable and the Sponsor elects not to continue the event, the outing will be an official event and the sponsor will be invoiced accordingly. In the event of a cancellation due to inclement weather and any of the players have played less than 9 holes, arrangements can be made, at the golf director's discretion, to reschedule the event or extend 18 holes rain checks valid for 18 holes (Monday-Thursday only). If 10-14 holes have been played, they will receive a 9 hole refund. If any of the players have played 15 or more holes, the event is official and no rain checks will be extended. The sponsor can book another outing at the same golf rate, if desired.
6. There is no rain back up for outside activities such as lunch, dinner, event scoring, etc. In the event of inclement weather, the group cannot move inside to bar, restaurant or any other venue at Meadow Lakes Golf Club, unless prior reservations and site fees are paid. A large (60' x 40') tent can be rented and set up to ensure rain back up for (\$1700.00 fee). The large tent will accommodate up to 144 people. Smaller tents can be quoted.
7. To avoid impacting other club guest, the sponsor is not allowed to set up office equipment in the Pro Shop, Bar or Restaurant (i.e. Laptop, Printer, etc), unless other arrangements have been made.
8. The sponsor is responsible for placing any sponsorship signs out on tee boxes. If a member of the golf operation has to place sponsors signs, a one-time fee of \$100.00 will be applied.

9. The sponsor must provide a listing of participants with team pairings **no later than 72 hours / 3 days prior to the event.** If the Sponsor would like their logo to be used on printed material, a black & white JPEG image should be emailed along with the list of teams.
10. If the Head Golf Professional is not providing assistance with the format or scoring for the event, a complete written explanation of the event's format must be provided no later than 4:00pm on the day before the event. Immediately prior to the event, the golf professional in charge will explain the event format and any pertinent local rules or procedures to the participants.
11. All Federal, State and Local Laws with regard to beverage purchases and consumption will be strictly adhered to. Patrons are required to conduct the function in an orderly manner, in full compliance with the applicable laws, regulations and club rules.
Patrons are required to wear business casual, shirts with collars. No denim pants or metal spikes are allowed. Sponsor assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the club premises or the theft of property.

Initial: _____

Please complete the items below before returning contract.

Format=Scramble: _____(Gross or Net) or Best Ball: _____or Individual Play: _____

Shotgun Start: _____or Tee Times: _____: Preferred Starting Time _____

Tees: Blue _____, Burgundy _____, White _____, Gold _____.

THE FOLLOWING EVENTS AND SERVICES ARE AVAILABLE UPON REQUEST

(Please Check YES or NO for each service)

Golf Rate Covers:

Green Fee for 18 holes, Golf Cart Fee, Use of Practice Facility, Putting Green, and Golf Tees

Tournament Coordination Fee Covers:

Closest-to-the –Pin	Yes____, No ____	Par 3 holes, 3____, 6____, 10____, 14 ____
Longest Drive	Yes____, No ____	Best Holes: 11____, 13____, 17____.
Putting Contest	Yes____, No ____	
Scoring after Event	Yes____, No ____	Location: _____

Additional Fee May Apply:

Registration Tables- 6' Yes____, No ____ Number of Tables Needed? _____

Mulligans Yes____, No ____

Meadow Lakes providing beverages and beverage cart: Yes____, No ____

Billed to Sponsor _____, Individual _____

Golf Shop: Certificates or Merchandise Breakdown: Number of Flights _____

Number of prizes per flight: First____, Second____, Third____, Fourth____, Fifth ____

Amount per place per flight: First____, Second____, Third____, Fourth____, Fifth ____

Hole-in-One Contest Yes____, No____, Par 3 holes, 3____, 6____, 10____, 14 ____

Additional comments and/or request:

I have read and do accept the terms and conditions outlined in the Meadow Lakes Golf Club Agreement. I have also initialed each page in the bottom right hand corner.

Sponsor Representative: _____

Meadow Lakes Tournament Coordinators
Allen Pinson

Tournament Coordinator/Golf Professional
Jennifer White

General Manager

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