



Tournament Outing Guide & Contract

Shaker Hills Country Club – 146 Shaker Road- PO Box 146 – Harvard, MA 01451 – (978)772-3330 –
www.shakerhills.com

We at Shaker Hills Country Club are pleased you have chosen us to host your event at our facility. This guide is prepared for you to have an organizational tool to properly execute a golf outing. Please find the table of contents below:

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Planning Guideline – Steps to a Successful Golf Outing

The following timeline will help you with the organization of your event.

Task	Timeline
Select a date and confirm with outing contract	Up to 1 year in advance
Solicit sponsors, donations, VIP's & special guests	7 months in advance
Prepare invitations, flyers & marketing materials	7 months in advance
Attain Hole-in-One Insurance & Prizes	6 months in advance
Order Special Logo Merchandise	3 months in advance
Recruit volunteers and media requirements	2 months in advance
Organize list of sponsor signs and discuss with printer	2 months in advance
Confirm guest list progress	1 month in advance
Confirm banquet menu with SHCC	1 month in advance
50% deposit due to SHCC based on current golfer count	1 month in advance
Confirm sponsors and volunteers	1 month in advance
Collection and organization of donations & prizes	3 weeks in advance
Final count for golf & banquet due to SHCC	10 days in advance
Event payment due to SHCC	7 days in advance
Final golfer list due to SHCC	5 days in advance
Contests and Pro Shop allocation list due	5 days in advance
Deliver sponsor signs to course	1-3 days in advance
Enjoy your event and result of all your work	Day of Event
Book your event for the following year	Day of Event
Evaluate your event for positive changes for next year	After the Event

What to Expect the Day of your Event

Coordinators and Volunteers: Your coordinators and volunteers should plan on arriving 1 ½ hours to 2 hours before the scheduled golf time. If you have tee sponsor signs and did not deliver them the day before, our staff will need adequate time to place them onto the course before the outing begins.

Guests: You should notify participants that the start time is 1/2 hour before the scheduled time to ensure they have enough time to register. A Shaker Hills Country Club staff member will greet guests at the bag drop area or their vehicle. The guests will be informed on their starting assignment, registration area, location of practice facility, and any other information provided. The staff member will then carry the guest's bag to his/hers golf car. For players arriving after the event has started, the golf staff will drive them to the assigned group on the course.

Registration: We provide two 8 foot tables for registration for use of checking in your guests, distributing gifts & handouts. These tables will be set up 1 hour prior to arrival. If you require more tables, advance notice is necessary.

Golf Car Staging: All golf cars will be outfitted with a scorecard, pencil, and customized cart sign which will include the outing and players names. If you're hosting a shotgun start, golf cars will be staged neatly in rows and by starting assignments before you arrive. Due to safety considerations, we will not activate the golf cars until final greeting and instructions have been delivered.

Starting the Event: At the designated time, a member of our golf staff will greet your group and go over the format and instructions of play for the day. Shaker Hills Country Club staff members will lead the participants to the starting positions on the course.

Tee Signs or Sponsor Signs: Shaker Hills Country Club will place any tee signs that you have for your event, provided we have them in our possession a minimum of 4 hours before the start of your event. (We request that we have sponsor signs in our possession the day before your event.) After the event, signs will be picked up and returned.

Contest Signs: Shaker Hills Country Club will provide all contest markers for your event. In addition, we will place all contest markers before play begins and pick them up after your play ends. For tee time starts, your first group will be given the customized markers and remind the last group to pick them up as they play through that particular hole.

Scoreboard: Shaker Hills Country Club staff will have a scoreboard setup for you in the scoring area. The scoreboard will be electronically displayed on the TV.

Food Service Timing: Our staff will monitor the pace of play during the day so that the banquet service will begin within a reasonable timeframe after all score cards have been turned in.

Commonly Used Outing Starting arrangements, Formats & Prizes

STARTING ARRANGEMENTS:

Shotgun Start: Every foursome begins play at the same time on a different hole, accommodating 110-144 players. Typically two groups are placed on each hole (an “A” & “B” Group). Depending on group size, the par three holes may only have one starting group, to assist with a better pace of play.

Modified Shotgun: Accommodating 40-110 players. Allows you the benefit of a shotgun start without having to pay to close the entire course. An “A” Group and “B” Group are placed on the holes 1,18,17,16,15, and so on until the entire guest list is accommodated. After the last group passes the 1st tee, we open the course for outside play that will not interfere with your group. The modified shotgun does not entitle you to the entire course and availability restrictions may apply to time of day for smaller groups.

Tee Time: A tee time is when a group tees off the 1st or 10th hole. Our tee times are scheduled at 10 minute intervals. A tee time is a perishable commodity, therefore, if you use one less tee time than what you reserved for your final guaranteed count, we do not refund for players that do not show. This format is usually used for smaller groups of 40 or less.

FORMATS:

Scramble: Most popular format of play because it allows for players of all abilities to compete with each other. Everyone in the foursome tees off and then the best shot is chosen. All contestants play from that selected location. This continues until the hole is completed. Additionally, setting a maximum score for any hole can help with the pace of play.

Best Ball: Everyone plays his or her own ball for the hole and the best score of the foursome is recorded. This format is usually handicapped. This takes a significantly longer time to play for an outing and all players must provide a handicap no later than when the final player list is due.

SKILL COMPETITION MARKERS:

Competition Markers include skill contests such as Closest to the Pin, Longest Drive, Straightest Drive, etc. These markers are placed on the golf course by the Shaker Hills golf staff. Closest to the Pin contest are always placed on Par 3's and Long Drive Markers are placed on the longest and widest fairways on the course. The suggested selection for the competitions markers are below:

	<u>Closest to the Pin</u>	<u>Longest Drive (in Fairway)</u>
Possible Holes:	3,6,13,16	4,5,10,15,18
Recommended:	6 & 13	4 & 5

Other contests can also be made. Most groups will tend to do more Closest to the Pin contests and one Long Drive. The Closest to the Pin contest gives all golfers a fair shot, whereas the Longest Drive gives the highest skill players a tremendous advantage. You may also want to consider having different competition markers for men and for women depending on the percentage of men/women participants.

Food and Beverage Service

The food service selection can be as simple or as elaborate as you wish. Shaker Hills Country Club has menu items that will satisfy every guest. Services provided are:

- Continental Breakfast; Breakfast Sandwiches
- Boxed Lunches
- Grill at the Turn
- Cocktail Reception
- Lunch and/or Dinner Buffet

Advanced planning is the key. Your final food counts are due 10 days prior to your event to the Shaker Hills Country Club Event Manager. Our ballroom can accommodate up to 200 guests. Meals are served approximately 30 minutes after completion of play, allowing for guests to unload equipment, have a beverage, and turn in their scorecards for event scoring. For planning purposes, your banquet should begin around 5 ½ hours after your tee off time. However, we do wait for all golfers to turn in their scorecards prior to buffet service.

Professional Services

Range Balls: Range Balls can be included in both tee time and shotgun outing packages. For shotgun outings, we have a shuttle cart that will transport your guests to the practice range.

Rental Clubs: Rental clubs are available on a limited basis. Please let the golf shop know at least seven days in advance of players needing rental clubs.

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Rules Sheet/Format Sheet: If requested, Shaker Hills will print a customized rules sheet and place it on the steering wheel of each golf car for the event.

Policies & Procedures

Reservations Procedures:

Groups less than 40 players require a \$300 deposit and a signed contract to confirm date.

Groups 40-79 players require a \$500 deposit and a signed contract to confirm date.

Groups 80+ players require a \$1000 deposit and a signed contract to confirm date.

Deposits are mandatory to reserve dates and are non-refundable. All deposits are applied to the final invoice. In addition, deposits may be applied to a future date within a year in case of a cancellation.

Final Count & Player List: Shaker Hills Country Club must fully utilize the golf course. In order for us to accomplish this and accurately schedule your event, we require your final guest count 7 days prior to your event. The guest list must be legible (preferably typed) and in foursome format. For Example:

<u>Group #1</u>	<u>Group #2</u>	<u>Group #3</u>
Sam Snead	Rickie Fowler	Greg Norman
Arnold Palmer	Jordan Spieth	Tom Kite
Ben Hogan	Dustin Johnson	Tom Watson
Fred Couples	Jason Day	Davis Love III

The guest list is one of the most important responsibilities of the outing chairperson. From this list, we generate your alphabetized check-in list with starting locations, personalized cart signs, and scoreboard preparations.

Final Count Changes: Course utilization is imperative for Shaker Hills Country Club to be a business success. It is for this reason that we cannot drop your count once you have confirmed your list. Almost without fail, you will have players wanting to sign up within 7 days of the event. We will make every effort to accommodate changes in your

count as your day approaches. In most instances, we will be able to accommodate additions.

Payments: Payments are due 7 days prior to your event. Final payment enables Shaker Hills Country Club to accurately schedule your tee times/shotgun and implement the event preparations. Final payment is one of the last steps to a successful outing.

Donated Goods: We do not permit customers to bring food, beverage, or alcohol, regardless of whether or not it has been donated. Massachusetts Alcohol and Beverage Commission laws do not allow for outside food and alcohol vendors since we are a fully licensed facility.

Beverage Car Service: Shaker Hills Country Club does have a dedicated beverage car service that stays stationary on holes 6 & 13 tee boxes.

Inclement Weather Policy: If the golf course is officially closed, the outing may be rescheduled. The weather can vary in this region of New England. Expect in the case of widespread extremely inclement weather, your guests should be asked to come to the golf course. Before the scheduled start, our golf course superintendent will make a determination of playability. If the golf course is deemed playable and play can proceed with the utmost regard for safety, it will be played. It is often difficult to reschedule an event completely when food service is involved, because food will have arrived and been in the preparation phase. We will make every effort to reach a fair determination of how to proceed should this situation arise.

Dress Code: The question is often asked, “What is proper golf attire?” At Shaker Hills Country Club we enforce our dress code at all times. For your convenience, we have listed the dress code below:

No denim, cut-offs, tank tops, short shorts, gym shorts/pants, or shirts with offensive language or pictures will be allowed. Shaker Hills also has a non-metal spike policy.

Pace of Play: In theory, an 18 hole round of golf should not take more than 4 hours and 30 minutes to complete. Unfortunately, shotgun start golf outings tend to spend 5 ½ hours on the golf course, regardless of size or golfer experience. There are strategies that you can use to help your event finish at an enjoyable pace. The most effective way is the tournament format.

A Scramble format is not only fun, but is well suited for events that may have a mix of experiences levels of participants. The scramble is the most utilized format for golf outings and is a great format for teamwork. It offers less pressure for the lower experienced player while providing good competition for the more experienced player. Groups that require their players to play their own ball, and play out each hole, always play substantially slower. This not only has an effect on when your group finishes but also on the scheduling of any subsequent award/banquet activities. Sometimes at the risk of upsetting a few guests, we must enforce our pace of play policies for the good of the event and the other participants. Our pace of play staff will do their best to ensure your event will be played in a reasonable time and with maximum guest satisfaction.

SHAKER HILLS COUNTRY CLUB GOLF OUTING CONTRACT

The undersigned in consideration of Shaker Hills Country Club (hereinafter referred to as Shaker Hills), renting to us a portion of their facilities and grounds for the purpose and number of guests as outlined below, agree to the terms set forth:

Name of Outing: _____

Date of Outing: _____ Golf Start Time: _____ tee time or mod. Shotgun

Golf Package/Pricing: _____ Guaranteed Number of Guests: _____

Menu Selection: _____ Price Per Person: _____

Please note all golf banquets begin once all golfers have come in. There is a 3 hour maximum on the banquet portion of the event and the bar does close ½ hour prior to event end

Deposit Amount: _____ Date Rec'd _____ Check# _____

Golf Outing Deposit Schedule:

(cash, check, money order, certified check accepted for deposits):

Initial Deposit - Less than 40 guests:	\$300.00
40-79 Guests:	\$500.00
80 or greater:	\$1000.00

30 Day Advance Deposit – 50% of the estimated outing cost is due 30 days prior to event.

Final Payment – Due 7 days prior to the event and is based on the final guaranteed count.

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

- Initial deposit is non-refundable. All other deposits are forfeited if the event is cancelled within 14 days of the event.
- We will owe Shaker Hills 100% of the total guaranteed food commitments as stated in this agreement if we cancel less than 10 days prior to the day of the outing.
- We are liable for payment of all items ordered or reserved by Shaker Hills.

II. In planning our outing, we will arrange the menu with Shaker Hills at least 30 days in advance of the outing date.

III. We will furnish Shaker Hills with a final guaranteed count at least ten (10) days prior to the outing.

IV. All Deposits MUST BE PAID BY CASH or CHECK, PAYABLE TO Shaker Hills Country Club. The final payment for the event is due 7 days prior to the outing date. IN THE EVENT THAT WE FAIL TO COMPLY WITH THIS PROVISION, SHAKER HILLS COUNTRY CLUB MAY, WITHOUT NOTIFICATION, CANCEL THE OUTING. Credit Card payments are not accepted for deposits or final payments. Credit Card payments are only accepted for any “day of” purchases.

V. SHAKER HILLS 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 Shaker Hills. Shaker

Hills is not liable for the failure to complete this contract due to strikes, accidents or other causes beyond its control.

VI. Unless otherwise agreed to in writing, all food and beverages must be purchased from Shaker Hills and in no case are outing patrons permitted to bring their own alcoholic beverages. In accordance with Massachusetts State Law and Shaker Hills' alcohol awareness policy, no alcohol may be purchased or served to anyone under the age of twenty-one (21). Shaker Hills practices responsible serving practices and will refuse service to any guest deemed intoxicated.

Alcoholic beverages are only allowed in designated areas and may not be removed from the premises.

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

VIII. All prices are subject to change prior to the contract being signed by contractor with deposit paid.

IX. In the event that there is an unpaid balance thirty (30) days after the event, there will be interest charges on the unpaid balance at a rate of 1-1/2% per month. (18% per annum.)

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

XI. We acknowledge that Shaker Hills is not responsible for the items left on the premises from outings.

XII. 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 Shaker Hills at least 1 day prior to the outing.

SIGNATURE: _____ DATE: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____