



# Outing Contract

This contractual agreement presented by Green Crest Golf Club establishes that the individual organizing the outing (Outing Leader) is financially responsible for the total amount due to Green Crest Golf Club. Green Crest reserves the right to charge the full rate of greens fees and cart to the Outing Leader for any expected golfer (final count) or group contractually booked but not arriving at the event. This contract is a binding agreement to the rules, policies, and regulations of Green Crest Golf Club. Missing or late information may result in missed or reduced outing services.

## Outing Financial Responsibility

### \*Required information

\*Name/Company/Group \_\_\_\_\_ \*E-mail \_\_\_\_\_

\*Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\*Outing Leader \_\_\_\_\_

\*Phone: Business/Cell \_\_\_\_\_ \* Home \_\_\_\_\_

Requested Starting Time\*\* \_\_\_\_\_ Requested Format\*\* \_\_\_\_\_ # Golfers\*\* \_\_\_\_\_  
(\*\*Tee times, Shotgun, Mod Shot, Wave) (Final count due 48 hours before event)

**\*\*Please review requirements for booking large quantities of tee times and minimums for different formats.**

## Deposit

\*\$100 Deposit enclosed (Check One) Cash \_\_\_\_\_ Check \_\_\_\_\_ MC/Visa \_\_\_\_\_

\*Credit card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec Code \_\_\_\_\_

Do not use my credit card toward the final payment. Use only as a down payment \_\_\_\_\_

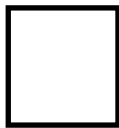
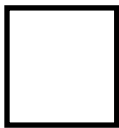
**In the event you fail to meet our cancellation policy your credit card will be charged the non-refundable \$100 deposit.**

**Upon reading the contract, rules, and regulations, I, as the outing leader for this golf outing, agree to these provisions. In addition, I will instruct the other outing participants to act in accordance with these provisions.**

Signature (Outing Leader) \_\_\_\_\_

**Green Crest Pro-Shop guarantees the Lowest Price for all golf merchandise!  
We will match any competitor's price.**

Excludes Competitor's closeout pricing or items



**Golf**

**Special  
Event**

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

## Outing Services and Details

\*Required information

### Green Crest Online Store

I wish to publish to golfers and collect outing fees from Green Crest's website (Yes \_\_\_ No \_\_\_)  
 Contact Green Crest Outing Coordinator for details

### The Crest Bar & Grill

\*Option 1: Golfers purchase food/drink individually (Yes \_\_\_ No \_\_\_)

\*Option 2: Open tab at The Crest Bar and Grill **15% gratuity added to bill** (Yes \_\_\_ No \_\_\_)

Start my open tab \_\_\_\_\_ Close my open tab \_\_\_\_\_

Open Tab Special Instructions \_\_\_\_\_

I need Meal tickets to control purchases (Yes \_\_\_ No \_\_\_) # of Tickets \_\_\_\_\_

\*Option 3: Entrée from our Menu (Yes \_\_\_ No \_\_\_)

Entrée meal \_\_\_\_\_ # of Meals \_\_\_\_\_ Meal service start \_\_\_\_\_

# Extra meals for non-golfing attendees \_\_\_\_\_

\*Beverages Paid by Organizer (Yes \_\_\_ No \_\_\_)

Type: Soft drinks, Beer, Liquor \_\_\_\_\_ Service time \_\_\_\_\_

I need Drink Tickets to control purchases (Yes \_\_\_ No \_\_\_) # of Tickets \_\_\_\_\_

½ or ¼ Barrel of Beer needed \_\_\_\_\_ Brand \_\_\_\_\_

Beverage Cart (Yes \_\_\_ No \_\_\_) Start/End \_\_\_\_\_

**NOTE:** Food, soft drinks, and alcoholic beverages may not be brought onto Green Crest premises. State Law and Health Inspectors prohibits the general public from distributing alcohol or food. No coolers are allowed. We have free coolers for use with the purchase of all types of beverages. Only the staff at Green Crest Golf Club is permitted to dispense alcoholic beverages from the clubhouse or beverage cart.

### Pro Shop

\*I wish to purchase prizes/gift certificates from Pro Shop (Yes \_\_\_ No \_\_\_)

\*I wish to purchase logo products for my golf outing (Yes \_\_\_ No \_\_\_)

<u>Gift Certificates</u>	<u>Quantity</u>	<u>Amount</u>	<u>Total</u>
Merchandise Gift Cert.			
Green Fees Gift Cert.			
Golf Lessons Gift Cert.			
Donation from GC			
Outing Leader's Rewards Program			

\*I need **Game Markers** (Yes \_\_\_ No \_\_\_) **Closest to the pin** on holes \_\_\_\_\_

**Long Putt** on holes \_\_\_\_\_ **Long Drive** on holes \_\_\_\_\_

**Hole sponsor signs** (Yes \_\_\_ No \_\_\_) Signs required 1 day prior to event  
**Score sheet** Yes \_\_\_ No \_\_\_) Roster required 3 days prior to event

**Comments/Requests:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Golf Operations Checklist

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

## (Green Crest Use Only)

\*Required information



**Initial When Complete**

### Greens Fees / Cart

\*Number of Golfers in Outing \_\_\_\_\_ # Carts \_\_\_\_\_ Booked? \_\_\_\_\_  
 Outing Assistant's carts @ \$8.00 per person: # Persons \_\_\_\_\_  
 Cart Staging for Shotgun or Wave required (Yes \_\_\_ No \_\_\_) \_\_\_\_\_  
 Cart staging form created \_\_\_\_\_

### Green Crest Online Store

Online store used to collect fees (Yes \_\_\_ No \_\_\_) \_\_\_\_\_  
 Online store items created \_\_\_\_\_  
 Online payment report generated \_\_\_\_\_

### The Crest Bar & Grill

\*Option 1: Golfers purchase food/drink individually (Yes \_\_\_ No \_\_\_) \_\_\_\_\_  
 \*Option 2: Open tab at The Crest Bar and Grill **15% gratuity added to bill** (Yes \_\_\_ No \_\_\_) \_\_\_\_\_  
 \*Option 3: Entrée (Yes \_\_\_ No \_\_\_ Other (see below) \_\_\_\_\_)

### \*Meal/Bev (Yes \_\_\_ No \_\_\_ Tab \_\_\_)

Beverage: Soft drinks, beer, liquor \_\_\_\_\_ Service time \_\_\_\_\_  
 Bev tickets (Yes \_\_\_ No \_\_\_) # of Tickets per person \_\_\_\_\_

Meal: \_\_\_\_\_ Service time \_\_\_\_\_  
 Meal tickets for golfers (Yes \_\_\_ No \_\_\_) # of Extra tickets for assistants \_\_\_\_\_

Beverage Cart (Yes \_\_\_ No \_\_\_) Start/End \_\_\_\_\_  
 Kitchen/Bev Cart Open Tab sheet created \_\_\_\_\_  
 Outing Staffing verified \_\_\_\_\_

### Pro Shop

Gift Certificates	Quantity	Amount	Total
Merchandise Gift Cert.			
Green Fees Gift Cert.			
Golf Lessons Gift Cert.			
Donation from GC			
Outing Leader's Rewards Program			

Comments/Requests: \_\_\_\_\_

### Pro Shop Tasks

#### Scorecard Prep

Outing Greeting & 6-up \_\_\_\_\_  
 Tickets: Food/Bev \_\_\_\_\_  
 Roster labels \_\_\_\_\_

**Game Markers:** Prox. on holes \_\_\_\_\_ Long Putt on holes \_\_\_\_\_

Long Drive on holes \_\_\_\_\_ Accurate Drive on holes \_\_\_\_\_ \*Contact grounds crew \_\_\_\_\_

**Hole sponsor signs** (Yes \_\_\_\_\_ No \_\_\_\_\_) Signs required 1 day prior to event \_\_\_\_\_

**Score sheet** (Yes \_\_\_\_\_ No \_\_\_\_\_) Roster required 3 days prior to event \_\_\_\_\_

#### Hot Key setup

#### Thank You note sent