



## Golf Event Contract

We are most pleased that you have selected Flagg Creek Golf Course as the site for your next golf event. We are certain that you will find our professional staff and overall amenities will exceed your every need.

This contract provides you with a step by step process to ensure that every detail is considered for your event. It is just as important to us that you have a successful event. Please complete this contract in its entirety so that all of your needs and requests are met.

**Official Event Title:** \_\_\_\_\_

Event Date: \_\_\_\_\_

Contact Name/Tournament Director: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

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

Estimated # of Players: \_\_\_\_\_

### PLEASE SELECT REQUESTED DAY AND START TIME

Day of Week:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Starting Tee Times: \_\_\_\_\_  AM  PM

Shotgun Start Time: \_\_\_\_\_  AM  PM

**GOLF EVENT TERMS AND CONDITIONS:** Flagg Creek Golf Course recommends having at least 60 players to consider a 9-hole shotgun start. Less than 60 players may start using a modified shotgun start. (Modified shotgun: A shotgun start in which a portion of the 9-holes is occupied in order for the golf course to open the remainder of the facility for public play.

**FEES AND PAYMENTS:** Our fees for an event are \$ \_\_\_\_\_.

A non-refundable deposit of \$10 per person based off of the estimated number of players, is due upon the signing of this Golf Event Contract. This deposit will be applied to your final bill. The **FINAL PAYMENT** for all players must be made on or before the event date. The final payment is based off of the confirmed number of players in your event. First confirmation is due (7) business days prior to the event date. The **FINAL** guaranteed count is required three (3) business days prior to your event.

If the number of golfers playing is **LESS** than the confirmed amount, green fees for no-shows will still be charged the full amount. **NO REFUNDS** will be given.

**RESPONSIBILITY FOR CONDUCT / DAMAGE / INJURY / LOSS:** Dress code of short sleeve shirt, mid-length shorts or skorts, soft spikes, and no halter tops. Host is responsible for the conduct of its Participants' observation of the rules and bylaws of FCGC and must pay for any damage to the golf course, golf cars, clubhouse, or other property, including personal injury, caused by any of Host's Participants. Host shall also be responsible for any damage to houses, cars, or other property, including injury to persons hit by its players' golf balls. Flagg Creek Golf Course is not responsible for any injury to Participants or for damage to any property caused by Participants. FCGC shall not assume any responsibility for security, damage or loss of golf clubs or any personal property while on course premises, including the parking lot. Any Host who wishes to use a third-party vendor(s) to provide a specific service, not available through FCGC, agrees to use vendor(s) that meet the insurance requirements established by FCGC. Flagg Creek Golf Course reserves the right to reject vendors that do not provide appropriate proof of insurance. **Please Initial:** \_\_\_\_\_

**INDEMNIFICATION AND HOLD HARMLESS:** Licensee shall defend, indemnify and hold harmless the County, its officers, agents, employees, successors and assigns from any and all claims, losses, costs, damages, expenses and liabilities, including reasonable attorneys' fees, for or from loss of life or damage or injury to any person or property of any person or entity, including, without limitation, the agents, officers, employees, invitees and Licensees of the County, arising out of, connected with or incidental to, either directly or indirectly, Licensee's use of the Licensed Property during the term of this License by Licensee, its employees, agents, contractors and subcontractors, Licensees or invites or the exercise by Licensee of any of its rights or the performance by Licensee of any of its obligations. Licensee shall not interfere with or damage existing utility facilities or County infrastructure, on, off, under, or near the Licensed Property, and shall indemnify and reimburse the County for any damages, costs, expenses or liabilities resulting from the Licensee's damage or interference therewith. The indemnity obligation contained in this Section shall survive the expiration or earlier termination of this License. In no event, however, shall the foregoing agreement to defend, indemnify and hold harmless the County be deemed to extend to any liability for any environmental condition of the Licensed Property. Licensee shall, at its own expense, defend the County in all litigation arising out of licensee's use of, construction on or maintenance of the licensed property during the term of this license, pay all reasonable attorneys' fees, damages, court costs and other expenses arising out of such litigation or claims incurred in connection therewith; and shall, at its own expense, satisfy and cause to be discharged such judgments as may be obtained against the County, or any of its officers, agents or employees, arising out of such litigation.

**Please Initial:** \_\_\_\_\_

**Golf Cart Rental Agreement:** As the sponsoring organization of a golf outing at Flagg Creek Golf Course, you hereby: (1) agree to hold harmless, indemnify and defend Flagg Creek Golf Course and its owners and agents from and against any and all injuries and damages of any kind whatsoever to any person or entity arising out of or in any way resulting from the negligence or reckless use of operation of the subject golf carts; (2) agrees to reimburse Flagg Creek Golf Course for any such injury or damage to any golf carts; (3) agrees not to allow any person under the age of 18 years of age to operate a golf cart. Signature of the tournament coordinator on this contract will constitute compliance with the above mentioned golf cart rental agreement. **Please Initial:** \_\_\_\_\_

**Alcoholic Beverages:** Illinois State Law prohibits the bringing of alcohol onto the Flagg Creek Golf Course's premises. All such alcohol will be confiscated. Alcohol will be sold at Flagg Creek Golf Course in the clubhouse and on a beverage cart. **Please Initial:** \_\_\_\_\_

**Intoxication:** While your enjoyment of the day is important to us, so too is your safety. Please be aware that we take the responsibility of our liquor license seriously and reserve the right to stop serving any guest(s) at our discretion.

## ~ What to Expect on the Day of Your Golf Event ~

**Coordinators and Volunteers:** Your coordinators and volunteers should plan to arrive at Flagg Creek Golf Course; 1-1 ½ hours prior to the scheduled start of your event. This will give you ample time to organize your registration area and prepare any tee gifts for distribution when your guests arrive.

**Guests:** Participants should be notified that registration ends 15 minutes prior to the start of the event. This will allow time enough for all participants to register and settle in their cart before the event starts.

**Registration:** Flagg Creek Golf Course will provide one or two 8-foot tables for registration of your guests and distribution of tee gifts and hand-outs. Registration is typically done in the front of the clubhouse. However, if you prefer to have your registration area set up on the back deck overlooking the golf course, we can arrange that for you.

**Tee Signs and Sponsor Signs:** Flagg Creek Golf Course will place all tee signs and sponsor signs for your event on the golf course, provided we have them in our possession a minimum of 3 hours prior to the start of your golf event. We ask that you have your on-course signage delivered to FCGC 1–2 days prior to your event date, if possible. After your event, your signs will be collected and ready for collection on the day following your event.

**Golf Cart Staging:** All golf carts will be outfitted with scorecard, pencil, and cart placard that includes the event name, player names, start time, and starting hole if applicable. For shotgun starts, all carts will be arranged in rows and grouped according to their starting position on the golf course. For safety considerations and organizational reasons, we will hand out cart keys just prior to the start of the event as the final greeting and event instructions are being delivered.

**Starting Your Event:** An FCGG staff member will give your group a warm welcome and go over the outing format, rules of play, and other instructions for the day. Flagg Creek Golf Course staff will then dismiss your guests out to their respective starting holes for the commencement of play.

**Pace of Play:** A round of golf should not take more than 2 hours and 30 minutes to complete. However, FCGC gives you 3 hours to finish play on the day of your event. Golfers must exit the golf course after the 3 hour limit. Flagg Creek Golf Course will have rangers on the golf course to assist the players in your event with the pace of play.

**Golf events** booked with a lunch or dinner afterwards will **incur a service fee of** approximately **\$75 - \$150 plus 20% gratuity** (fee includes room fee and clean up). The room fee is for up to 4 hours and *an hourly rate of \$75 per hour* thereafter. (Additional private party contract needs to be included and signed)

### **Food & Beverage Service Requests**

Circle Your Choices Below

**Lunch**

**Dinner**

**Bar**

**Beverage Cart**

**Contest Signs:** Flagg Creek Golf Course will provide all required contest signs for your event. FCGC will place them out on the golf course and retrieve them at the end of your event.

**Proximity Contest Selections**

**Longest Drive:** Yes No

Hole #'s (men): \_\_\_\_\_ Hole #'s (ladies): \_\_\_\_\_

**Closest to Pin:** Yes No

Hole #'s (men): \_\_\_\_\_ Hole #'s (ladies): \_\_\_\_\_

**Longest Putt:** Yes No (Hole #'s): \_\_\_\_\_

**Rental Clubs:** Yes No (# Requested): \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

*(\* The FINAL guaranteed count is required three (3) business days prior to your event.*

.....

**I understand and agree to the policies and procedures outlined in this Golf Outing Contract.**

Group Representative's Signature \_\_\_\_\_

Date \_\_\_\_\_

Flagg Creek Golf Course Representative \_\_\_\_\_

Date \_\_\_\_\_

Please sign and return this contract along with your deposit by cash, credit card, or check. Make checks payable to:

**Flagg Creek Golf Course**

6939 S. Wolf Road

Countryside, IL 60525

(708) 246-3336

**Thank you for choosing Flagg Creek Golf Course for your golf outing. We look forward to serving you and making your day a memorable one!**