

TOURNAMENT INFORMATION & PLANNING GUIDE

*Bristol Harbour Golf Club
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BristolHarbour.com

CORPORATE MISSION:

To be Upstate New York's premiere, full service destination golf facility with the primary purpose being customer satisfaction at a competitive price. Every customer will be treated as a "member" each time they play.

Bristol Harbour Golf Club is Upstate New York's premier, full service destination golf facility. This championship layout, designed by Robert Trent Jones, has hosted a number of New York State Amateur Championships and has been recognized by Golf Digest and The American Golfers Guide as one of the top public facilities in the state. We stand ready to accommodate a group of any size and the many needs of that group. Our creative and innovative staff is prepared to tailor your event that is second to none. Our full service golf shop is stocked with the finest names in golf and can provide your group with the proper gift or commemorative prize to create a lasting impression. Our staff of PGA Professionals will ensure that your golf outing is exciting, memorable and most of all, fun!! Please take a moment to read through this tournament-planning guide and visualize how your outing will be a great golfing experience!

INTRODUCTION

Before we get into the details of planning your golf tournament, let us highlight the fact that you are bringing your associates here to socialize, build bonds, and enjoy themselves. We specialize in this area and would like the opportunity to make your group's golfing experience as enjoyable as possible. Golf outings have also become a valuable tool for strengthening company communications and associate-client relations. Some of the most profitable business relationships are built and created outside the office arena. The purpose of this planning guide is to assist you in the organizing of your golf event. We at Bristol Harbour are here for you! Tell us what you want and we will make it happen.

GENERAL INFORMATION

Outings generally consist of 16 or more players and starting times are always necessary. Tee times for these groups may be reserved well in advance to guarantee availability. All groups must give a count of participants ten days in advance and can make adjustments up to 72 hours in advance to your total number of players. The final count must be given 72 hours prior to scheduled time without being held responsible for unused times. Within 72 hours the only changes to your total can be additions.

RATES

Because the needs of each individual tournament vary so drastically, it is difficult to quote prices in a format such as this. Desired time and date of play, number of players, shotgun starts, food and beverage requirements, practice and instruction needs, and prizes are variables to consider. As you read through the tournament planner you will begin to determine what your needs are. Through discussions with your group coordinator, you will be quoted a competitive rate for your event.

EQUIPMENT RENTAL

Rental sets in men's left and right handed, women's (right hand only), and junior are available. Each player is required to have their own set of clubs and bag. We ask that arrangements for rentals be made in advance through your groups' coordinator in order to ensure accuracy. Guests are responsible for all lost or damaged equipment.

GOLF CARTS

Golf carts are required for all outings and tournaments. Groups and/or individuals are responsible for all damages incurred during usage of golf carts. Caddies are not available. We have a fleet of 75 carts. Additional carts will be billed to the tournament.

PRACTICE FACILITY

The practice facility, complete with grass and artificial tees, putting green, chipping area and bunker, opens one hour prior to the first tee time. Balls may be purchased in the golf shop, or if you prefer, a specified group rate entitles everyone in the event to unlimited balls prior to their scheduled tee time.

PROFESSIONAL INSTRUCTION/LESSONS

Individual and group lessons are available through our PGA Professional teaching staff. In addition, clinics and workshops are also available and can be conducted prior to the event. Rates vary depending on the number of participants.

DRESS CODE

We have worked very hard at Bristol Harbour to create an image we feel is appropriate. In order to live up to that image we require that all participants wear a collared shirt, slacks/shorts, and soft spike golf shoes. T-shirts, tank tops, cut-offs and/or jeans are not permitted.

SPIKELESS GOLF SHOES

All players are required to wear shoes with “soft spikes” or a rubber soled shoe that will not cause damage to the putting greens. The golf shop can install soft spikes into your golf shoes prior to playing for a small fee. Please allow enough time for this service to be provided.

FOOD SERVICE

Bristol Harbour Golf Club is able to provide you with all of your banquet needs. Whether it be a casual cookout lunch or an elegant dinner set in our Adirondack Dining Room. Our Events Coordinator is available to assist you and your group with all your food and beverage needs. Enclosed you will find a copy of our most popular menus which may be altered to fit the specific wants of your group. Beverage service on the golf course is available in the form of personal coolers on each golf cart and a snack bar located between # 9 & #10 as well as strategically located tubs for beverages or choose the use of the beverage cart.

PLANNING YOUR GOLF EVENT AT BRISTOL HARBOUR

Tournament services included, but not limited to, as part of the Tournament Package:

- An assigned personal event coordinator to assist in all aspects of your event from the pre-planning stages through the post tournament wrap-up
- A rules and information sheet outlining your specific tournament including format, special events, pin sheets and prizes
- Prepared scorecards and personalized cart tags
- Registration setup
- Organized cart and hole assignments
- Outside service staff to assist with golf bags
- Assistance in welcoming of players and starting of tournament
- Player assistant staff to aid players with any on-course situations
- Coordinate special event contests such as:
 - *Closest to the pin
 - *Hole-in-One
 - *Longest Drive
 - *Longest Putt
- Prepared scoreboard and posting of results in your meeting/dining area
- Prize table and awards presentation
- Order special merchandise to commemorate your event
- Preparation of gift certificates
- Personal coolers for each golf cart/or beverage cart

**Your group will receive a discount on all items used for prizes and tee gifts, the discount will increase based on amount of product purchased.

Many merchandise packages are available for your group. Let us tailor a package to meet the needs of your group.

Steps to consider when planning your event:

1. Determine the date of the event and the number of players participating. Based on that number of players, we recommend the following:
 - * 80 players or more – “Shotgun Start” Choose from an early morning or mid-afternoon start time.
 - * 60 to 76 Players – “One & Ten start” with players starting on the first and tenth tee every ten minutes or modified shotgun start.
 - * Up to 59 players - “First Tee Start” – with players starting on #1 tee every ten minutes.
2. Select a golf chairperson. This should be someone who will work directly with the event coordinator on all details.
3. Contact our events coordinator to discuss all food and beverage needs.
4. Sign and return your outing contract with your deposit. A 25% deposit is required and will be returned if cancellation is made within 60 days notice.
5. Choose the type of format for your event. The most popular formats being:
 - * Scramble/Captain & Crew - All players hit from the tee. The best shot is selected and all players hit from that point. This process is continued until the ball is in the hole. This format is best suited for groups or organizations with novice golfers participating.
 - * Callaway Scoring – This scoring system is used when the participating players do not possess a legitimate handicap.
 - * Individual Scoring – for groups with participants possessing a certified handicap. Gross and net divisions are set up.
 - * Better Ball – This is a team event where all players play the hole and only the best score or scores are counted.
6. Decide what type of Special Contests you would like:
 - * Closest to the Pin / Longest Drive
 - * Longest Putt / Straightest Drive
 - * Hit the Green Contest – Our staff will conduct this event on a particular par 3. A minimum wager is set and 100% of the wager is returned if you miss the green while 150% is returned if your shot hits the green. The return is in the form of golf shop credit or gift certificate. Other styles of this idea are available.
 - * Hole-in-One Contest – The golf professional can help you secure hole-in-one insurance for special prizes (ex. new vehicle).
7. Decide on prizes and prize breakdown:
 - * Golf shop merchandise
 - * Gift certificates
 - * Custom logo prizes
8. Confirm the number of players for golf ten (10) days prior to event date.
9. Deliver all golf tournament materials to the golf shop at least two (2) days prior to the event to include:
 - * A list of players, first and last name, with group assignments
 - * Any sponsor signs, banners, hole-in-one signs
 - * Any tee gifts you would like distributed
 - * A copy of your event logo (when applicable)

WHAT TO EXPECT THE DAY OF YOUR EVENT:

By the time you arrive, our staff will have:

- Your carts prepared with a scorecard, rules and information sheet, personalized cart signs and starting assignments
- A registration area set up to greet your players
- All special contests set and prepared

Our staff will assist your players with getting their bags on the proper golf carts

At your scheduled start time, our staff will facilitate the starting of the tournament with pertinent rules and information

While your players are on the course, a scoreboard and reception area will be prepared

We will do all the scoring and assist in the presentation of awards

The golf shop will remain open for all certificate winners to redeem or exchange prizes

REMEMBER – PLANNING A SUCCESSFUL GOLF TOURNAMENT REQUIRES LEAD TIME, ATTENTION TO DETAIL AND CAREFUL COMMUNICATION BETWEEN PARTIES AT ALL STAGES.

Thank you for considering Bristol Harbour to host this very important event for your organization. We look forward to making your event at Bristol Harbour a great golfing experience.

Best of Golf,
Greg Mulhern, Director of Golf
The Bristol Harbour Golf Staff

**BRISTOL HARBOUR GOLF CLUB
GROUP OUTING CONTRACT**

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone (H) _____ (W) _____

Fax _____ Number of Players _____

Day/Date of Outing _____

Starting Times _____

Rate Per Person (Includes Golf & Riding Cart) _____

Total Estimated Cost of Outing _____

25% Deposit _____ Date Due _____

Balance is due the day of the outing unless specific billing arrangements have been agreed upon!

Special Considerations _____

All groups must give a count of participants ten days in advance and can make adjustments up to 72 hours in advance to your total number of players. The final count must be given 72 hours prior to scheduled time without being held responsible for unused times. Within 72 hours the only changes to your total can be additions.

Cancellation Policy

10 – 60 days - 25% of Total

4 – 10 days -90% of Total

0 – 3 days -100% of Total

I, the undersigned, have read the above and agree to it's terms, conditions, and limitations. I understand that I am responsible for any damage, incidental and/or intentional, to the golf course, carts and any other South Bristol Resorts properties.

Director of Outing _____ Date _____

Bristol Harbour Golf Club _____ Date _____