



# *Golf Outing Information*

## *Gateway National Golf Links*

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# Golf Outing Information

## Greens Fees/General Information

Please contact the Gateway National PGA Director of Golf to inquire about **Greens Fee Pricing**. Prices vary depending on many factors such as; number of players, month & day of event, start time of event, food & beverage, etc.

All a.m. shotgun starts will begin no later than 8:00 a.m., and all p.m. shotgun starts will begin no earlier than 1:00 p.m. unless approval is given by the PGA Director of Golf.

**A.M. Shotgun** start events are available to groups with **20-144 players** when playing in groups of four. However, **only groups of 100 or more will close the course to other play for that portion of the day**, smaller groups will use a reverse shotgun start with regular play following the last group off #1 tee.

**P.M. Shotgun** start events must guarantee a **minimum of 40 players and not exceed 144 players** when playing in groups of four. However, **only groups of 100 or more will close the course to other play for that portion of the day**, smaller groups will use a forward shotgun start with regular play following the last group off #1 tee.

**Double Shotgun** start events will require a **minimum of 200 players and not exceed 288 players** when playing in groups of four. Although we do accept groups of 100 players, please be advised that other groups may be booked at the same time.

**All Shotgun events of 100 or more players are required to hold at least one food function at Gateway National Golf Links.**

The outing event pricing fees include: **opening fees, guest fees, cart fees, use of locker room facilities, practice range, practice putting green, sponsorship sign placement and removal, all tournament services, preparation of scorecards, cart assignment tags, and event scoring.**

**All Shotgun start events will be charged a \$200.00 Outside Service Gratuity.**

### Golf Carts

For all shotgun events, **66 golf carts** are available. **All groups requiring more than the available number of carts will pay \$35.00 for all carts Gateway National has to lease for the day. Carts must be rented in groups of 12, per rental company minimum.** All golf cart operators must be at least 16 years of age and possess a valid driver's license.

# Golf Outing Information

## Greens Fees/General Information (continued)

**Deposits:** A deposit of **\$500.00 for 71 or fewer players and \$1000.00 for 72 or more** players is required for Shotgun Events. Tee Time events are required to secure a deposit with a credit card and pay the full balance on the day of play.

### **Golf Guarantees/Confirmation**

The number of players indicated on your original contract is the number considered for approval. The contract must be signed by your organization's authorized representative and returned along with either the **\$500.00 or \$1000.00** deposit.

**Formal booking of the event is not complete until the contract and deposit are received by the PGA Director of Golf at Gateway National Golf Links.**

### **Cancellation**

Written cancellations received by the Gateway National PGA Director of Golf **prior to 30 days** from the scheduled date of a Shotgun Start Event will result in **100% refund of deposit**. Cancellation made inside **30 days** of the scheduled shotgun start event will have deposit refunded contingent upon booking of cancelled date with a comparable tournament.

For all Tee Time Events, Refund of deposit will occur if tee times are cancelled a minimum of **Eight (8) days** prior to event day.

### **Rain Dates**

Pre-booked rain dates are not possible. Should the golf course be closed for any reason, rescheduling of your event will be addressed at that time. Should the golf course be closed, and remain closed, after the event has begun, the following will apply:

<b>1-8 Holes Completed</b>	<b>9-18 Holes Completed</b>
75% of green fee per player	Standard tournament green fee

### **Deadlines**

The following time frames apply for any changes in numbers of players. Changes in the minimum indicated on your contract will require re-approval.

Single Shotgun Events-	<b>Fifteen (15) days notice</b>
Double Shotgun Events-	<b>Fifteen (15) days notice</b>
Tee-time Events-	<b>Eight (8) days notice</b>

# Golf Outing Information

## Greens Fees/General Information (continued)

### Golf Shoes

Gateway National Golf Links is a **Soft Spike or Spikeless Facility**. Please notify your guests so that they can make arrangements if they do not currently have soft spikes.

### Additional Tournament Responsibilities

All tournaments assume responsibility and liability for their players and volunteers and/or any damage done to the course or golf carts in connection with their event.

### Payment

All tournaments will be required to pay in full on the day of their event unless prior arrangements have been made with the Director of Golf. Payment can be made by check, cash or credit card.

### Collection of Fees

The tournament's authorized representative must collect all fees from participants.



# Golf Outing Information

## Greens Fees/General Information (continued)

**Shotgun Start Outings** must have a minimum guarantee of **100** players for a closed course shotgun. PM shotguns must guarantee a minimum of 40 players for a shotgun start. Only when paying for the 100 player minimum will the event have the entire golf course for their outing, during that time period. **All Shotgun Starts** will be at 8:00 a.m. (or earlier) or 1:00 p.m. unless the PGA Director of Golf approves other arrangements.

**Tee Time Outings** will guarantee their number of players **eight (8)** days prior to the event date. Each reserved tee time represents four (4) Outing Greens Fees. Tee time outings will share the Golf Course with normal play.

### Playing Formats

In the interest of speeding up play, all formats must be approved by the PGA Director of Golf. It is recommended that a scramble or some form of selected drive format be used.

### Rental Clubs

Rental clubs are available at a price of \$50.00 per set. **A notification of the number of sets is required a minimum of 3 days in advance.**

**Weather Considerations;** Outings are responsible for full payment of event unless the golf course is closed due to inclement weather or the PGA Director of Golf deems the golf course unplayable.

**ALL CANCELLATIONS MUST BE MADE WITH THE  
PGA DIRECTOR OF GOLF.**



# Golf Outing Information

## Checklist of Services Your Group May Need

<u>Golf Shop</u>	
	Tournament Prizes (Merchandise & Golf Gift Certificates available)
	Logo Merchandise (Balls, shirts, windshirts, towels, hats, etc. Allow 6-8 weeks after artwork submitted)
	Golf Clinic (PGA Professionals are available to conduct clinics or exhibitions for your group- Extra Charges Apply)
X	Custom Golf Cart Assignment Cards (Names and starting time or hole posted on cart with your Company or Charity logo)
X	Custom Scorecards (Players names printed on card with your Company or Charity logo)
X	Rules & Events Sheets (Posted on each cart)
X	Results Sheet (All Flight & Contest Winners)
	Special Events: ___Closest to Hole___Long Drive___Longest Putt___Other
	Hole-In-One Insurance (Must be notified 10 days prior to event)
	Mulligan Tickets (Carnival type tickets, available at no charge)
	Sponsor Signs (Signs can be made for a fee, 30-day lead time is necessary)
	Errand Carts (committee members, photo, etc.)
	Rental Clubs (Advance notification on number of sets needed at \$45.00 per set)
	Tax Exempt Letter (Please include a copy with your paperwork)

It will be necessary to have the pairings **no less than two (2) days in advance** so that scorecards and cart signs can be prepared prior to the outing.

Pairings should include First and Last names, **in separate cells**, in Excel format.

# Golf Outing Contract

## Contract for Outings

All tournaments will be required to pay in full on the day of their event unless prior arrangements have been made with the Director of Golf.

Payment can be made by check, cash or credit card.

If your organization claims sales tax exempt status, a current sales tax exempt letter is required. **This needs to be on file no later than the scheduled outing date.**

This Contract, made and entered on \_\_\_\_\_ by and between \_\_\_\_\_ and Gateway National Golf Links is for the purpose of reserving tee times on the Golf Course.

Tournament Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

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

Billing Address (if different): \_\_\_\_\_

Date Request: \_\_\_\_\_

Guaranteed Number of Players for Golf: \_\_\_\_\_

Rate Agreed upon for Golf: \_\_\_\_\_

Shotgun Start Time: \_\_\_\_\_

Tee Time Outing Times: \_\_\_\_\_

**The undersigned understand and agrees to the policies stated in the tournament packet. This packet in its entirety has been provided and/or is available on the facility website.**

**AUTHORIZED SIGNATURE:** \_\_\_\_\_