

# Recreation & Park Commission for the Parish of East Baton Rouge Golf Event Contract



BREC's (Name of Golf Course) \_\_\_\_\_ hereby contracts with the undersigned group for the use of the said BREC golf course and facilities for a private golf event.

Name of tournament: \_\_\_\_\_

Date: \_\_\_\_\_ Starting time: \_\_\_\_\_ Shot gun [ ] Tee time [ ]

Tournament Coordinator Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Secondary contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Type of event (scramble, individual stroke-play, etc.): \_\_\_\_\_

Scoring required by Course Staff [ ] Yes [ ] No. \_\_\_\_\_

Proximity Markers Needed (Longest Drive) \_\_\_\_\_ (Closest to Hole) \_\_\_\_\_

Preliminary estimated attendance: (Due at contract signing) \_\_\_\_\_

Guaranteed guest count: (Due 7 days in advance of tournament) Date: \_\_\_\_\_ # \_\_\_\_\_

Type of Meal (See attached Menu): \_\_\_\_\_ Time Meal served: \_\_\_\_\_

## TOURNAMENT DEPOSIT

- The amount of the deposit is \$5.00 per person according to the preliminary estimated attendance number stated above with a minimum deposit of \$200.
- The full deposit must be received within 7 days of the contract signing.
- If the deposit is not received within the stated period the date will be re-opened.
- The amount of the deposit will be posted to the final bill upon completion of the tournament.
- There will be a charge of \$4.00 per person if food and or beverage are brought onto the facility. No additional fees will be added to course closure tournaments.

## TOURNAMENT FEES

 Tournament fees are non-negotiable and due in full the day of the event

- Monday-Thursday, October 1 - March 31:
  - ½ Day AM Start - \$4,000
  - AM & PM Start - \$6,000
- Friday-Sunday, October 1 - March 31:
  - ½ Day AM Start - \$6,000
  - AM & PM Start - \$9,100
- Monday-Thursday, April 1 - September 30:
  - ½ Day AM Start - \$4,500
  - AM & PM Start - \$7,000
- Friday-Sunday, April 1 - September 30:
  - ½ Day AM Start \$7,000
  - AM & PM Start \$10,000
- Reverse Shotgun Start Tournaments:
  - Mon.-Thurs - \$50/player
  - Fri.-Sun - \$60/player

- For the fees, said BREC Golf Course will provide any or all of the following amenities: Scorecards, cart tags, rule sheets, pairing sheets, tournament scoring
- Client is responsible for contacting said BREC Golf Course and providing a guaranteed guest count, and a list of players, which cannot be reduced at least 7 days prior to the event. \_\_\_\_\_
- Client will be charged based upon the final guaranteed guest count, regardless of the date the guaranteed guest count is given, or the actual number of guests attending whichever is higher. Actual attendance will be conclusively determined by said BREC Golf Course based upon visual counting by Golf Course staff.

# TOURNAMENT FEE WORKSHEET

GOLF FEES: # of players \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Total

MEAL FEES: # of guests \_\_\_\_\_ x Meal selected: \_\_\_\_\_ Price: \$ \_\_\_\_\_ = \$ \_\_\_\_\_

GIFT CARDS: \_\_\_\_\_ = \$ \_\_\_\_\_

Notes/Details \_\_\_\_\_

BEVERAGE FEES: \_\_\_\_\_ = \$ \_\_\_\_\_

Notes/Details \_\_\_\_\_

BANQUET ROOM RENTAL: \_\_\_\_\_ = \$ \_\_\_\_\_

Notes/Details \_\_\_\_\_

OTHER FEES: \_\_\_\_\_ = \$ \_\_\_\_\_

Notes/Details \_\_\_\_\_

**TOTAL TOURNAMENT FEES DUE** \_\_\_\_\_ = \$ \_\_\_\_\_

**MINUS DEPOSIT RECEIVED** \_\_\_\_\_ = \$ \_\_\_\_\_

**NET DUE** \_\_\_\_\_ = \$ \_\_\_\_\_

## **TOURNAMENT CANCELLATION POLICY**

- In order to receive a full refund of the deposit the golf course must be notified in writing of the tournament being cancelled a minimum of 30 days before the tournament date.
- No refund of the deposit will be given if the tournament is cancelled within 29 days or less of the tournament date.

## **CANCELLATION BY CLIENT**

- Client may not, arbitrarily or without consulting the Golf Course Management, cancel or postpone the event due to inclement weather or other causes. If the golf course is open, all events are expected to proceed as scheduled.
- If Client cancels less than 7 days in advance of the event, and said Golf Course is unable to re-book the date with an event or tee times of equal revenue, Client will pay as liquidated damages to the said Golf Course the tournament fees based upon the above preliminary estimated attendance and all prepaid deposits will be forfeited.
- Client will also be responsible for the catering fees based upon the Client's menu choices or, if choices have not been made, said Golf Course's lowest priced food and beverage outing menu choices.
- Cancellations must be in writing.

## **CANCELLATION BY THE SAID GOLF COURSE**

- The said Golf Course may reschedule the event if the golf course is closed on the scheduled date due to hurricane conditions, flooding, and acts of God, or other reasons. In this event, the tournament will be rescheduled on a mutually agreed upon date.
- The said Golf Course may cancel or terminate the event if, in the sole judgment of the Course, the event is likely to cause a disturbance of the peace, endanger persons or property, or violate any law, or if there is any significant deviation in the nature of the event as described above. In this event, Client will owe the said Golf Course the same liquidated damages as in the event of cancellation by Client.

## **TOURNAMENT POLICIES**

- Said BREC Golf Course will reserve enough time for the tournament based upon the guaranteed guest count and reserves the right to start the tournament on holes of our choosing. If guaranteed guest count increases by the day of the tournament, the Golf Course cannot guarantee accommodation.
- Client is responsible for insuring that all tournament participants comply with the dress code: shirts must have collars, no jeans of any color, no cut-offs, and non-metal spikes. Any participant that does not comply with dress code will be asked to change before he/she is allowed to play. A logo and dress code e-mail is available upon request to use in tournament flyers.

## **CLIENT LIABILITY**

- Client has inspected the premises and accepts them as suitable for the intended event.
- Client will make no alterations or modifications to the premises, except by approved by the Course.
- Client is liable for any damage to the premises caused by Client and Client's guests or by their use of the premises, and will reimburse the said Golf Course for the cost of any repair or replacement the Golf Course deems necessary. Client responsible for removal of decorations or discarded items.
- Client's guests and tournament participants are responsible for the consequences of the golf ball they hit. This includes, but is not limited to, injury to another person or damage to private property such as broken windows.
- Under no circumstances, including cancellation by the said Golf Course, is the Golf Course responsible for any expenses relating to the event, including charges of outside vendors.
- Client acknowledges that BREC, the said Golf Course, and their employees and contractors are not responsible for any property brought to the golf course by Client or Client's guests.
- Client agrees to release and indemnify BREC, the said Golf Course, and their employees, contractors, and insurers from all liability and claims arising out of or relating to the event, whether asserted by Client, Client's guests or insurers, or other parties, except liability resulting from gross negligence or willful misconduct of the released parties.
- Security: The said Golf Course reserves the right to hire police and/or security officers when required at the Golf Course's expense.

## **ALCOHOL POLICY**

- \*See attached Recreation and Park Commission for the Parish of East Baton Rouge Alcohol Policy
- \*See attached BREC's Alcohol Consumption Compliance and Management Plan for Golf Course/Special Event
- \*See attached BREC's Alcohol Consumption Compliance and Management Plan for Golf Restaurants at Beaver Creek, Dumas, and Santa Maria

Client's signature below insures that he/she has read all of the attached documents, understands, and will abide by all above tournament pricing, policies and deadlines.

\_\_\_\_\_  
Client-Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client-Print Name

\_\_\_\_\_  
Representative  
(BREC Golf Course)

\_\_\_\_\_  
Date

### **TOURNAMENT CONTACTS:**

General Manager: \_\_\_\_\_ Signature: \_\_\_\_\_

Assistant Manager: \_\_\_\_\_ Signature: \_\_\_\_\_

Food/Beverage Director: Alissa Mattocks

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **FOOD & BEVERAGE, AND/OR CATERING SERVICE**

- The said BREC Golf Course has the exclusive right to provide all catering services, and Client, Client's guests and other third parties are prohibited from bringing food or beverages onto the premises except as provided above in this contract.
- The said BREC Golf Course is able to provide catering services for the event at a per person charge, to be determined by said Golf Course based upon Client's menu choices. Client and said Golf Course must confirm menu choices in writing at least 10 days prior to the event.
- Client must provide a guaranteed guest count, which cannot be reduced, at least 10 days prior to the event. Client will be charged based upon the guaranteed guest count or the actual number of guests attending whichever is higher. Actual attendance will be conclusively determined by the said Golf Course based upon visual counting by the Golf Course staff.
- Catering charges are due the day of the event.

The said Golf Course does not allow food and beverage to be brought onto the premises. We understand that non-profit fundraisers often have food and beverage donated by outside parties. These items will be allowed on the premises. However, they will be subject to a corkage fee. Documentation of non-profit status must accompany this contract if food or beverage will be brought in.

CORKAGE FEE: \$4.00 per person x Number of Players = \$ \_\_\_\_\_

If you have any menu needs or requests, please feel free to contact our F&B Manager, Alissa Mattocks, via e-mail at [alissa.mattocks@brec.org](mailto:alissa.mattocks@brec.org)

# GOLF TOURNAMENT MENU

## CHECK SELECTION

- Catfish Strips Dinner, Potato Salad, Green Beans, Bread \$12.95 x # of Players = \$ \_\_\_\_\_
- Chicken & Sausage Jambalaya, White Beans, Garden Salad, Roll \$10.95 x # of Players = \$ \_\_\_\_\_
- 8 oz Charbroiled Hamburger, Potato Salad, BBQ Beans \$9.95 x # of Players = \$ \_\_\_\_\_
- Sandwich Box Lunch (Ham, Turkey, or Roast Beef), Plain Chips, Dessert \$7.00 x # of Players = \$ \_\_\_\_\_

If you wish to customize a special meal, we can try and accommodate special requests.

All menu items listed or customized are subject to applicable sales tax.

Client's signature below insures that he/she has read, understands, and will abide by all above Food & Beverage pricing, policies and deadlines.

\_\_\_\_\_  
Client-Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client-Print Name

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Date

## RECREATION & PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE ALCOHOL POLICY

The purpose of this policy is to establish the rules and regulations regarding the service or sale and service, and the associated consumption, of alcoholic beverages in BREC facilities and parks. It is the intention of BREC to provide the citizens of East Baton Rouge Parish the broadest range of opportunities to enjoy its facilities and parks while protecting the community and its citizens from abuse and disruptive behavior. To this end, alcoholic beverages are prohibited in all BREC parks and facilities, except for "Sites Designated for Conditional Consumption of Alcoholic Beverages" listed below.

### ALCOHOLIC BEVERAGE POLICY & REQUIREMENTS FOR SITES DESIGNATED FOR CONDITIONAL CONSUMPTION OF ALCOHOLIC BEVERAGES

- All sites designated for conditional consumption of alcoholic beverages (see list below), must be licensed by the Office of Alcoholic Beverage Control /City of Baton Rouge/Parish of East Baton Rouge and the Office of Alcohol and Tobacco Control/ State of Louisiana.
- Each site must have a written Alcohol Consumption Compliance and Management Plan, approved by the BREC Superintendent, detailing how its staff and facility patrons will adhere to all local and state laws and BREC policies as they relate to alcoholic beverages.
- Alcoholic beverages must be consumed on site and no alcoholic beverages will be allowed to leave the site.
- All designated sites must use a licensed bartender service to serve alcoholic beverages or the site's staff must be trained and licensed. Patrons are prohibited from bringing and serving their own alcoholic beverages.
- All licensed bartender service providers must possess liquor liability insurance with a minimum coverage of \$1 million per occurrence and list BREC as an additional insured. However, the Alcohol Consumption Compliance and Management Plan for a specific BREC designated site may require additional insurance.
- Food must be served in conjunction with the consumption of alcoholic beverages.
- In the case of events or facility rentals with multi-age attendees, alcoholic beverages must be served and consumed in a designated area.
- Alcoholic beverages at Sporting Event and Tournament Sites are allowed only for adult tournaments and adult programs.
- Each site must provide appropriate security as outlined in its Alcohol Consumption Compliance and Management Plan.
- New facilities that may be developed and or opened to the public may be added to the list with the BREC Commission's approval. Sites may also be removed from the list by the BREC Commission.

## **SITES DESIGNATED FOR CONDITIONAL CONSUMPTION OF ALCOHOLIC BEVERAGES**

The following sites are designated as sites allowing conditional service and consumption of alcoholic beverages.

### **GOLF COURSE SITES**

- Beaver Creek Golf Course
- Dumas Memorial Golf Course
- Historic City Park Golf Course
- Howell Park Golf Course
- Santa Maria Golf Course
- Webb Memorial Golf Course

### **FACILITY RENTAL SITES**

- Baton Rouge Gallery
- Baton Rouge Zoo
- Bluebonnet Nature Center
- Cohn Arboretum
- Independence Park Garden Center
- Independence Park Theatre
- Jefferson Highway Recreation Center
- Magnolia Mound
- Milton J. Womack Recreation Center Ball Room
- The Waterfront at Greenwood Community Park

### **SPORTING EVENT & TOURNAMENT SITES**

- Burbank Soccer Complex
- Central Community Sports Park
- City Park Tennis Center
- Forest Park Tennis Center
- Goldsby Field
- Greenwood Park Tennis Center
- Highland Road Park Tennis Center
- Independence Park Tennis Center
- Memorial Sports Complex
- Oak Villa Softball Complex
- Olympia Stadium

### **FESTIVAL & FAIR SITES**

- Airline Highway Fairgrounds
- Zachary Community Park

### **PROHIBITED SITES**

Due to the nature of the age of patrons and the activities associated with some BREC facilities, no alcoholic beverages will be allowed or alcohol permit requests approved for these Special Facilities:

- J.S. Clark Park Golf Course (home of The First Tee junior golf program)
- Liberty Lagoon and all swimming pools