



## **Tournament Outing Guide & Contract**

Golf Shop Phone: 770.229.6615  
Email: [golfcourse@cityofgriffin.com](mailto:golfcourse@cityofgriffin.com)  
625 Camp Northen Road, Griffin, GA 30224

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Griffin Golf Course is pleased that you have chosen to host your golf event at our facility. This guide is designed for you to have the organizational tools you will need to successfully manage and execute your golf outing.

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## 1. Steps to A Successful Golf Outing

The chart below will assist you with the planning and implementation of your golf event from start to finish.

Task	Timeframe
Select and confirm a date by submitting the outing contract and your outing deposit	Up to 1 year in advance
Solicit sponsors, donations, VIPs and special invitees	6-8 months in advance
Prepare invitations and marketing material	6-8 months in advance
Secure Hole-in-One insurance and prizes	6-8 months in advance
Order any special merchandise requiring logos	3 months in advance
Recruit volunteers and any media required	2 months in advance
Organize your sponsor signs and consult a printer for production and delivery	1-2 months in advance
Ascertain guest list progress	1 month in advance
Confirm banquet menu and requirements	1 month in advance
Confirm your final sponsor and volunteer list	2-3 weeks in advance
Collect and organize your donations and prizes	2-3 weeks in advance
Final count for golf and banquet to GGC	2 weeks in advance
Contest and Golf Shop allocation list to GGC	3 days in advance
Deliver sponsor and tee signs to GGC	1 week in advance
Final golfer list to GGC	2 days in advance
Any last-minute changes to the golfer list, sent to GGC	1-2 days in advance
Event payment due	Day of your event – prior to the start
Pre event set-up & registration	Day of your event
Enjoy your event and the result of your hard work	Day of your event
Book your event for next year	Day of your event
Evaluate your event for next year	1-2 weeks after the event

The staff at Griffin Golf Course is always available to you as a resource. Please do not hesitate to call or email us should you have any questions or concerns regarding any of the above items on the checklist.

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## **2. What to Expect on the Day of your Golf Event**

**Coordinators and Volunteers:** Your coordinators and volunteers should plan to arrive at Griffin Golf Course; 2 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:** Registration is typically done at the rear of the Golf Shop. However, if you prefer to have your registration area setup in the pavilion or at the bottom of the hill, please let us know 1 week prior to the start of your event.

**Tee Signs and Sponsor Signs:** Griffin Golf Course will allow you to send all tee signs, hole-in-one signs and sponsor signs for your event to the golf course 1 week prior to your event date. Sign placement must be approved by the Golf Course Superintendent. Should you choose to setup your own signage a golf cart will be provided prior to your tournament. GGC is willing to put up your event signage for an additional fee.

**Golf Cart Staging:** All golf carts will be outfitted with a scorecard, pencil and cart placard that includes the event name, player names, start time, and/or starting hole should you request those services at the time of booking your event. 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:** Should you desire to have a member of GGC management provide your event with a warm welcome, go over outing format, rules of play and any other tournament instructions prior to the start of play – please contact GGC management 2 weeks prior to your event (minimum).

**Contest Signs:** Griffin Golf Course will provide all required contest signs for longest drive and closest to the pin for your event. Griffin Golf Course will place them out on the golf course and retrieve them at the end of your event. For tee time events, we will place contest signs with your first group and remind the last group to remember to collect them as they pass through the contest holes.

**Scoreboard:** Griffin Golf Course staff will have a scoreboard setup and will post scores as players complete their rounds. GGC utilizes Last to First Hole tie breakers for mixed gender tournaments and Most Difficult to Least for all other tournaments.

### 3. Commonly Used Outing Tournament Formats and Prize Options

#### Format of Play

**Scramble:** This format is the most popular and the most commonly used format for golf outings as it allows players of all abilities to compete and contribute to the team score. Everyone in the group tees off and then the best shot of the group is chosen. All players then play from the spot of the best drive for the second shot. This selection and play process continues until the ball is holed out.

**Best Ball:** This format is generally chosen when each player has a USGA handicap. Players play their own ball for each hole, and the best score is used as a team score. Variations of this format include one ball per group or two balls per group per hole.

#### Common Starting-Hole Arrangements

**Shotgun Start:** All groups begin play at the same time from each hole on the golf course. This starting arrangement accommodates groups of 80-114 players. For these large groups will often have 2 groups on some holes, so an "A" and a "B" group will be assigned to these holes. Depending on the group size, GGC may adjust the starting holes to ensure a better pace of play (ex. Only one group starting on the holes following a par 3).

**Modified Shotgun Start:** All groups begin play at the same time from selected holes on the golf course. This starting arrangement accommodates groups of 40-80 players. For these large groups will often have 2 groups on some holes, so an "A" and a "B" group will be assigned to these holes. Depending on the group size, GGC may adjust the starting holes to ensure a better pace of play (ex. Only one group starting on the holes following a par 3). Modified shotgun starts often are assigned hole #1 and hole #18 back through the course to fill out the field.

**Tee Time Starts:** Each group begins play from the 1<sup>st</sup> or 10<sup>th</sup> tee in succession. This starting arrangement works best for groups smaller than 40 or larger than 114.

#### Skill Competition Markers

Competition markers are designated for single-hole competitions during your golf event. Competitions include Closest to the Pin and Longest Drive and may be separated by male/female competitions depending upon the number and mix of genders in the field. Proximity markers are placed on the competition holes by members of the Griffin Golf Course staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups' cart).

**Closest to the Pin Holes: 6, 8, 12, 17 (Holes 12 is recommended for purpose of Hole-in-One insurance)**

**Long Drive Holes: 5, 9, 15, 18 (Hole 15 is recommended)**

Typically, event planners attempt to have more closest to the pin contests than longest drive contests. Closest to the pin contests tend to give everyone a fair shot at winning. Longest drive contests tend to unduly give the advantage to the more skilled and experienced players.

#### 4. Professional Services

**Tee Signs and Sponsor Signs:** Griffin Golf Course staff is happy to place any tee signs, sponsor signs, or banners that you have for your event on the golf course (Additional service charge of \$100), provided that GGC has the signs 1 week prior to your event. Event signs and/or banners may be placed at designated holes of your choosing and banners may be hung in pre-designated locations. Griffin Golf Course reserves the right to refuse the display of any banner or sign. Upon completion of your event, signs will be collected from the course and held for collection. Signs must be collected at the end of your event. All banners and signs that are not collected will be discarded

**Skill Competition Markers:** Competition markers are placed on the competition holes by members of the Griffin Golf Course staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups' cart). Upon completion of play, all markers will be collected and brought to the scoring area.

**Cart Placards and Scorecards:** Prior to your event, Griffin Golf Course will generate cart placards with the names of each player and will affix the placards to the carts to designate which players are riding in which carts. For an additional service charge of \$50.00, Griffin Golf Course will also put names/handicaps on scorecards for each group and place them on the steering wheel of the carts. Should you choose to decline this service, an appropriate number of blank scorecards will be provided to you for the use of your event.

**Practice Balls:** Practice balls will be made available for your event on the practice area to allow your guests to warm up prior to the start of play. The practice area will open 1 hour prior to the start of your golf event. Additional service charge of \$75.00.

**Scoring and Results:** Griffin Golf Course will create a scoreboard and will score your event, should you so choose, at no additional cost. A results sheet will be generated that will include the teams that place for prizes and all contest winners.

**Tournament Prizes:** Ask management on how we can help in providing prizes for your outing. *Additional fees may apply.*

#### 5. Policies and Procedures

##### **Tournament Fees:**

Your tournament MUST have a minimum of 80+ players for the course to close for 5 hours for your event. Fees vary depending on the day of the event (i.e. weekday, weekend, holiday), age group (i.e. kids tournament) and are calculated on a per person, per day basis.

Current fees are set forth in Exhibit "A" to this Agreement. Fees are established by the City of Griffin Board of Commissioners and are updated annually via the City's Fee Schedule.

**Event Deposit:** A non-refundable event deposit is required within ten (10) days of the submission date of this contract in order to secure the agreed upon date. Your date will be released if your deposit is not received. Deposit will be applied to final invoice the day of the tournament.

- 30 players or less: \$250.00
- Fewer than 80, but more than 30 players: \$500.00
- 80 players or more: \$750

**Final Payment:** The final payment for your outing is due on the day of your event, prior to the start of your event. Final payment must be made in the form of credit card, check or cash. A credit card number must be on file with Griffin Golf Course for all events.

**Final Player Count and Golf List:** Griffin Golf Course must fully utilize the golf course each day. In order to accurately schedule your event, GGC requires that your final guest count be submitted (5) days prior to your event. The final guest list should be submitted (2) days prior to your event and should be in group format.

Example:

Group #1: Person 1, Person 2, Person 3, Person 4

Group #2: Person 5, Person 6, Person 7, Person 8

The guest list is one of the most important responsibilities of the event coordinator. The guest list is the data source for generating your alphabetized check-in list, cart placards, scorecards and scoreboard.

**Number of Players:** Griffin Golf Course guidelines call for a minimum of 80 players (max of 114) for a shotgun start tournament. You will need to estimate the maximum number of golfers upon the signing of this contract. As the tournament planner, it is your responsibility to contact Griffin Golf Course if the number of golfers changes by more than 10% or if the number drops below the minimum number of 80 golfers.

**Changes to Final Count:** Golf course utilization is tantamount to Griffin Golf Course's success as a business. It is for this reason that we are unable to change your golfer count once the final player count has been submitted. We will make every effort to accommodate changes to your count as the event day approaches. In most cases, we will be able to accommodate additional players who sign up after the final count has been submitted pending the number does not exceed 114.

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**Listing of Players:** A final list of golf pairings must be provided to Griffin Golf Course no later than two (2) days prior to your event.

Griffin Golf Course asks that you submit your events players/pairings via email. Hole assignments will then be established by the Club. Every effort will be made to accommodate pairing changes up to 24 hours prior to your outing. Additional golfers may still be added after the final listing has been turned into GGC, pending it does not exceed 114 players.

**Number of Golf Carts:** Griffin Golf Course will provide enough golf carts for 114 golfers and a beverage cart (if paid for within tournament package). If the number of carts needed exceeds this amount, you are responsible for supplying the additional carts. GGC is not responsible for the damage to any additional carts you bring on the premises.

**Alcoholic Beverages:** All alcoholic beverages must be purchased from Griffin Golf Course unless permission from the Griffin Golf Course was pre-approved or obtained prior to the start of your event. Should outside alcohol be allowed on the premises there will be an additional service charge of \$3 per person.

**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 alcohol license seriously and reserve the right to stop serving any guest(s) at our discretion.

**Beverage Cart Service:** Griffin Golf Course has a dedicated beverage service on the course, use of the beverage cart for your tournament will result in an additional \$15/day service charge. There must be a minimum of 60 players in order to use the beverage cart.

**Inclement Weather Policy:** If the golf course is officially closed, the outing may be rescheduled. Prior to the start of play, our golf course superintendent will determine the playability of the golf course. If the golf course is deemed to be playable, your event will be played. We will make every effort to reach a fair determination in a timely manner of how to proceed should weather affect your event. In the event of a complete cancellation of your outing due to weather, your deposit will be refunded or you may choose an available rebooking date. No rain checks will be issued on an individual basis during an outing.

**Damage:** In the event of damage to the golf course or any of Griffin Golf Course's property, you, as the tournament coordinator, will be liable for any and all damages. Every effort will be made by Griffin Golf Course staff to assist in determining who did the damage. It is important to drive the golf carts responsibly. Warning will be issued to offending golfers. If you, as the tournament coordinator are concerned about this issue, please contact your insurance agent to see about coverage in the event of damage. The charges for all damage will include but not be limited to: parts and labor to restore the damaged property and/or replacement costs.

**Dress Code:** Proper dress is required at all times everywhere on the golf course (including the practice range and the putting green). Shorts should be an appropriate length, no tank tops, cut off shirts/shorts. Soft spike golf shoes, spikeless golf shoes or sneakers are allowed on the golf course and practice areas. The full course dress code is available upon request.

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**Pace of Play:** Griffin Golf Course asks all its patrons to adhere to the USGA golf rules and reasonable pace of play for the enjoyment of all its guests. A round of golf should not take more than 4 hours and 30 minutes to complete. However, events sometimes have such a large number of players that pace of play can be compromised. Should this occur, we will do our best to accommodate by providing a marshal to help improve pace of play.

## 6. Cancellation Policy

The Griffin Golf Course will charge the deposit according to the schedule below in the event the outing is canceled:

- a. Cancellation 90 days or more prior to event – Griffin Golf Course will return full deposit.
- b. Cancellation 30-90 days prior to event – Griffin Golf Course will return half of the deposit.
- c. Cancellation less than 30 days prior to event – Griffin Golf Course will not return deposit amount paid.

In the event that the course is deemed unplayable by the Golf Course Superintendent, GGC reserves the right to postpone the outing and reschedule it at a mutually convenient time.

**The undersigned acknowledges receipt and understanding of the policies, procedures and obligations set forth in this Griffin Golf Course Tournament Outing Guide and Contract.**

WITNESS our Signature this 19th day of November, 2024

Print Name: Cindy Jones

Signature: *Cindy Jones*

Address: 143 North Hill Street , Griffin, GA 30223

Phone: 770-228-8200

Griffin Golf Course Management: \_\_\_\_\_

**Please sign and return this contract, along with the Golf Outing Addendum attached hereto, with your deposit to Griffin Golf Course – ATTN: GGC Management**

If you have any questions regarding your outing or this contract, please contact Griffin Golf Course at 770.229.6615 or via email at [golfcourse@cityofgriffin.com](mailto:golfcourse@cityofgriffin.com).

Approved as to Form:

*Andrew J. Whalen, III*  
Andrew J. Whalen, III, City Attorney

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# GOLF OUTING ADDENDUM

**Client/Organization:** Griffin Spalding Chamber of Commerce

**Event Name:** Business & The Tee Golf Tournament

**Address:** 143 North Hill Street , Griffin, GA 30223

**Phone:** 770-228-8200

**Email:** cjones@cityofgriffin.com

**Event Date:** 05/02/2025 **Approx. Number of Guests (\*):** 100

**Price Per Person:** \$100 **Event Start Time:** 10 a.m.

**Event Format:** Scramble

**Outing Contact:** Cindy Jones

**Email:** cjones@cityofgriffin.com

**Phone:** 770-228-8200

## **Proximity Contests:**

**Longest Drive:** ☒ Yes ☐ No **Hole #'s:** \_\_\_\_\_

**Closest to Pin:** ☒ Yes ☐ No **Hole #'s:** \_\_\_\_\_

**Hole-in-One:** ☒ Yes ☐ No **Hole #'s:** \_\_\_\_\_

**Putting Contest:** Yes ☐ No ☐ **Hole #'s:** \_\_\_\_\_

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

## Tee Box Requests:

Blue

White

Gold

Red

## Select Which Services will be required:

Registration Table: ☒ Yes No

How Many: We will provide

Tournament Rules Sheet: ☒ Yes No

Course Staff Scoring: ☒ Yes No

Outside/Donated Alcohol (Additional \$3/person) ☒ Yes No

Beverage Cart (Additional \$15/day) ☒ Yes No How Many Days: \_\_\_\_\_

Volunteer Cart (Additional \$15/cart) ☒ Yes No

Rental Clubs (\$20/set): How Many: \_\_\_\_\_ Which Hand: \_\_\_\_\_

Cart Signs & Scorecards (Additional \$50): Yes ☒ No

Range Balls (Additional \$75): None ☒ Buckets Pyramids

Tee Signs & Sponsor Signs (Additional \$100) ☒ Yes No We will provide

Prizes/Gift Certificates\* ☒ Yes No Cost: \$ 4 @ \$100 + 4 @ \$75 + 4 @ \$50

\*Price may vary depending on cost of prizes/gift certificates.

**Total Tournament Cost: \$** \_\_\_\_\_

## Additional Comments/Requests:

We would like to be allowed to have businesses set up on the tees as in the past

We will rent and have tables and chairs delivered the day before

Any leftover donated beer will be donated to the Griffin Golf Course to use as they wish

\_\_\_\_\_  
\_\_\_\_\_

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### Credit Card Authorization Form

**Credit Card**  
**(Please mark one)**

☐ **Discover**

☐ **AMEX**

☐ **Mastercard**

☐ **Visa**

**Card Number**

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**Expiration Date**

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**CVC:**

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**Card Holder Name:**

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**Phone:**

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**Signature:**

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**Date:**

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**Exhibit “A”**  
**Griffin Golf Course Tournament Fees**

Established by Board of Commissioners 12/12/23  
Updated via Fee Schedule Annually

- **Monday – Thursday:**
  - \$24/person, per day
- **Friday – Sunday:**
  - \$28/person, per day
- **Holiday**
  - \$30/person, per day
- **Kids (Ages 15 and under)**
  - 9 Holes: \$8/kid, per day
  - 18 Holes: \$12/kid, per day