



**Cattail Crossing**  
Golf & Winter Club

# TOURNAMENT CONTRACT



# Cattail Crossing

## Golf & Winter Club

Thank you for selecting Cattail Crossing Golf & Winter Club as the host for your tournament! We pride ourselves on being the perfect tournament host for YOU. Whatever your needs may be, our experienced staff will use their knowledge to make sure you get the tournament experience that you are looking for.

### PRICING:

- **Mon - Thurs: \$110/player +gst**  
*Dinner includes one of Roast Beef or Roast Chicken. Served with bread, choice of Caesar or green salad, roasted potatoes, and seasonal vegetables.*
- **Fri-Sun & Holidays: \$140/player +gst**  
*Dinner includes a Steak Dinner Buffet served with bread, choice of 2 of the following salads: Caesar, Greek, green or pasta, roasted potatoes, seasonal vegetables.*

### TOURNAMENT SERVICES INCLUDE:

- On-site coordinators
  - 18 hole round of golf with GPS power carts
  - Driving range privileges
  - Menu selection
  - Personalized cart signs
  - Beverage cart and snack service
  - Private event facilities
  - Set-up and on course assistance
  - Skill markers for on course contests (proxies)
  - Course marshal and player assistant
- Additional services may be requested. Costs will be determined as per request.*

### MEAL ADD-ONS:

- Coffee - \$3/player +gst
  - Breakfast Sandwich - \$7.50/player +gst
  - Light Dessert Assortment - \$3/player +gst
- Additional services may be requested. Costs will be determined as per request.*

### TOURNAMENT ADD-ONS:

- Corporate Branded Merchandise (see attached package)
- GPS power cart advertising
- Additional meal and drink tickets.



# POLICIES & REGULATIONS

## DEPOSIT:

- All functions will be considered tentative until a deposit is received to confirm the booking.
- Deposits are non-refundable and will be put towards the final tournament balance.

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## CANCELLATIONS:

- Cancellations within 30 business days of the event will be charged the full tournament fees.
- A tournament can only be canceled if Cattail Crossing deems the course unplayable. Tournaments play regardless of the weather.
- If an event is canceled due to inclement weather or some other act of god, the food and beverage department requires a minimum of 60 minutes to prepare the tournament meal.

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## PAYMENT:

- A credit card must be provided to cover any additional expenses or damage incurred on the date of the function, even if you are paying your deposit by cheque, debit, or cash.
- An invoice will be emailed on the day of or day after the event. Payment for the tournament is due the day after the tournament.
- Any balances outstanding beyond 30 days after the event will be charged to the credit card on file.

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## SPEED OF PLAY / ETIQUETTE:

- Golfers are asked to keep up with the group ahead of them.
- Course Marshalls will monitor slow play and offending groups that are more than one hole behind will be asked to pick up their balls and catch up to the group in front of them.
- For shotgun tournaments, a maximum 5.5 hour round is expected. For tee time tournaments, a maximum 4.5 hour round is expected.
- Please ask your group to be courteous to other golfers. We ask all players to rake bunkers, repair ball marks and divots, and drive power carts responsibly.

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## MISCELLANEOUS:

- Cattail Crossing reserves the right to put other golfers on the course to follow in play if your group does not take up the entire course. If you would like full golf course exclusivity for your group, you must pay 144 players' green fees.
- Cattail Crossing reserves the right to determine where sponsors, food & alcohol are located on the course and to change your start time, if necessary.

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## FOOD & BEVERAGE

- All prices stated on current price list are subject to change and will be confirmed no later than 60 days prior to the function.
- Any left-over food prepared by Cattail Crossing must remain on the premises.
- All outside food & beverage products must be approved in advance by Cattail Crossing. Failure to adhere to this rule may result in additional charges to the tournament.
- All perishable food products must be handled in accordance with all Alberta Health regulations. Staff or volunteers should be aware and adhere to proper sanitation, food handling, and temperature controls.
- All outside food must be accompanied by signage indicating that it was provided by a third party source or sponsor.
- Cattail Crossing is not liable or responsible for product quality, storage, or any damages caused by any third party product being served on Cattail Crossing property.

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## LIQUOR

- Cattail Crossing liquor policy is as per Alberta Gaming and Liquor Commission guidelines.
- All alcohol must be purchased from Cattail Crossing. Any outside alcohol will be confiscated and playing privileges may be revoked. This is a zero tolerance policy.
- Tournaments wishing to host a liquor hole must purchase alcohol from Cattail Crossing. Hard liquor is purchased by the bottle. Consult with Event Coordinators for pricing.
- Drink tickets are also available and will be charged on the number of tickets printed.
- Cattail Crossing requires 14 days notice for purchasing of alcohol for beverage holes.

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## DISCLAIMERS

- Each golfer is required to have a set of golf clubs. Cattail Crossing does offer rental clubs.
- Any damage or lost equipment will be charged to the tournament, including but not limited to power carts, lost property of Cattail Crossing, and property damage.
- Cattail Crossing will not be held responsible for loss or injury suffered or incurred by any guests.
- All signage, banners etc. must be picked up 72 hours after your event.
- Cattail Crossing is not responsible for any signage left after 72 hours.
- Shot Gun Starts for up to 144 players are available with a minimum charge of 120 players.
- Modified Shot Gun Starts are available from 72-120 players with a minimum charge of 72 players.
- Groups of less than 72 will be offered tee times.

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# Agreements, Acknowledgments and What we Need from You!

To ensure your tournament day goes off without a hitch, the Cattail Crossing Staff Team does require a few things from you, the tournament coordinator, in the lead up to the event.

## On Deposit:

- Estimated number of players/dinner guests.
- Any special requests for your tournament. (ie. Silent Auction, playing in a non-standard format ect.)

## 14 Days prior:

- Updated number of players/dinner guests.  
*You will be charged for minimum 90% of this number.*
- Estimated number of vegan or gluten free meals needed for event day.
- Estimated number of rental sets needed.

## 7 Days prior:

- Final number of players/dinner guests.  
*You will be charged for this number or the final number served; whichever is higher.*
- Finalized roster for Players/Sponsors inputted in provided spreadsheet.  
*Where possible, try to make sure all groups have at least 1 experienced golfer.*
- Summary of all sponsor advertising/event holes.  
*(food/drinks/contests ect. Template provided within this package)*

## 48 Hours Prior:

- Any final edits to roster.  
*Any changes within 48 hours of tournament may not be complete by tournament day.*
- Any Sponsor signs/PDFs sent to Cattail with instructions as to where they should go.
- Tournament Format/Rule sheet complete and sent in to Cattail.
- Any other drop-offs for the event that the Cattail Staff will need to put on course.

## Day of Event:

- As the tournament co-ordinator, the only job you have on tournament day is to check in your guests!  
An invoice for the final event cost will be sent to you the day following the event.

## A Few Things to Note:

- Every golfer is required to have their own set of golf clubs. Cattail Crossing does offer rental sets for the tournament or the individual golfer to rent for the day. If your tournament requires more than 15 sets of rentals, please advise Cattail Crossing at least 14 days in advance so arrangements can be made.
- Cattail Crossing can provide 72 power carts for your event. Often times, volunteers or sponsors may require carts for their holes to function. If more than 72 carts are required for your event we need a minimum 14 day notice to secure them. The additional fees will be added to your total tournament invoice.
- Any golfer not abiding to Cattail Crossing's rules and regulations may be asked to leave.

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I have read and agreed to all Policies, Regulations and Guidelines set forth in this package by  
Cattail Golf and Winter Club. I will abide to the schedule detailed above \_\_\_\_\_

Signature





# TOURNAMENT APPLICATION

OFFICIAL TOURNAMENT NAME: \_\_\_\_\_

TOURNAMENT DATE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ ON-SITE CONTACT: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

START TIME: 8:00AM  2:30PM\*  OTHER \_\_\_\_\_NUMBER OR PLAYERS: \_\_\_\_\_ GROUPS OF 4  *\*Afternoon start times have the potential for a delay*

*Cattail crossing reserves the right to adjust your start time based on availability. Any requested adjustments to the above starting times may incur additional fees.*

**BOOKING:**

The initial number of golfers must be within 25% of the actual number on the day of the tournament.  
(I.E. If you put your number of players at 100 at the time of booking the tournament, the lowest you can go down in final numbers is 75. If you are below 75, you will be charged for 75 players.)

**14 DAYS PRIOR:**

Cattail Crossing must be notified 14 days prior to the event to give your final numbers +/- 10%.  
(I.E. If you book at 100 golfers and you have 90 signed up 14 days prior to the event your final number can be as low as 81 or as high as 99)

**7 DAYS PRIOR:**

Final numbers must be given 7 days prior to the event. The tournament organizer will be charged for this guaranteed number or the actual number of guests; whichever is higher.

**PAYMENT:** VISA:  MC:  CHEQUE:  DEBIT:  CASH:

\$1500 DEPOSIT: 

CARD #: \_\_\_\_\_ EXP: \_\_\_\_\_ CVC: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



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# Hole Sponsor Guidelines

At Cattail we know its hard work to co-ordinate a tournament! To make it easier on you, we have created some guidelines to streamline the process of getting everyone on the same page when it comes to organizing your hole sponsorships and volunteers.

Sponsor Name:

Number of Volunteers:

Name of Volunteers:

Contest Hole?

What will be served?

Pre-Tournament drop offs?

Every hole with volunteers present will be provided with 1 table. We will also provide 1 chair per volunteer. Will there be any additional items needed for your hole to be a success from Cattail Crossing?

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## Day of Event

As a hole sponsor, most of your work is done on the days leading up to the event. As long as the above questions have all been answered, you are well on your way to being ready for the day. All we ask on event day is that you show up at least **1.5 hours** before the event starts, check in with your coordinator, and communicate anything extra that you need from us for your day to be a success.



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# CORPORATE BRANDED MERCHANDISE

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Get custom branded promotional merchandise for your tournament!

SERVICES PROVIDED BY ELITE PROMOTIONAL  
MARKETING

