

Pure Golf

• SPIRIT •
HOLLOW
Warm Hospitality

2018 Golf Outing Policies & Procedures

Dear Outing Applicant:

Thank you for your inquiry regarding golf outings offered for the 2018 season. Please find the enclosed "Golf Outings Policies & Procedures" information concerning outings at Spirit Hollow Golf. Please review the information to make yourself aware of our policies and procedures as well as the accommodations that our facility provides. We look forward to working with you in the near future. We will strive to meet your every need for your event, in an effort to make it enjoyable and memorable.

If you are interested in hosting an event at our golf facility, please contact me at your earliest convenience. At that time, we can schedule an appointment to discuss and plan your event. Thanks again for making Spirit Hollow Golf the choice for your special outing or event.

Sincerely,

Brian Lorenz, PGA
Spirit Hollow Golf Course
5592 Clubhouse Drive
Burlington, IA 52601
319.752.0004
blorenz@spirithollow.com

2018 Golf Outing Policies & Procedures

Reservation: Spirit Hollow is currently accepting golf outing applications for the 2018 season.

Group Size: Minimum of four (4) tee times required. For groups needing more than fifteen (15) tee times, special arrangements may be necessary due to service limitations.

Available Times: Monday-Thursday Tee times depending upon availability
Friday-Sunday Tee times depending upon availability

Shotgun Starts: Must have a minimum of 100 players for a full course shotgun start. If less than 100 players and still desire a full course shotgun, one must pay for 100 players, regardless of the actual number of players.

Shotgun Starting Times: All shotgun starts begin at 10 am or before will have fees set below. All shotgun starts after 10 am will be at our normal public rate, depending on the day of the week. Outings that play on Monday-Thursday and before 10 am will receive 2-foursome golf packages for use in your golf outing prize/raffle.

Fees: Monday-Thursday	18 holes	\$50 – golf cart and range balls included in fee, plus 2-foursomes
Friday-Sunday	18 holes	\$60 – golf cart and range balls included in fee
Shotgun starts after 10 am		\$80 – golf cart and range balls included in fee – Weekdays
		\$89 – golf cart and range balls included in fee – Weekends

Scheduling Play: All tee times must be sequential. Tee times are scheduled every ten (10) minutes. Rental sets are available upon request. Please have your players ready to tee off at their scheduled time(s). To assist us in starting the outing on time, the outing coordinator must provide a roster of all players and their scheduled tee time/starting hole 48 hours in advance of play.

Keep Pace: Spirit Hollow Golf administers strict and comprehensive Keep Pace policy. This policy is designed to allow all golfers to finish 18 holes in 4 hours and 30 minutes. All groups are required to Keep Pace within the designated time frame. Any group that is more than 10 minutes behind the designated time frame will be approached by a Player's Assistant. The Player's Assistant will help the group to regain its position on the course. If a group cannot regain its position it may not be allowed to continue play from that point forward.

Miscellaneous Services: We have staff available to assist you in planning your outing and running special events and contests during your event. Such special services may include posting and scoring, equipment rentals, driving range use, lessons and pictures of all groups to be placed on our social media/website.

This agreement and attached "Terms and Conditions" (TC) between _____ (hereinafter "Client") and Spirit Hollow Golf (hereinafter "SHG") provides for the reservation of space and/or food and/or beverages and/or golf for the following event. Mailing address: Spirit Hollow Golf Course, attn: Brian, 5592 Clubhouse Drive, Burlington, IA 52601. Phone: 319-752-0004. Email: blorenz@spirithollow.com

Terms and Conditions: The prices listed on all golf course fees, menus and other pertinent charges are subject to change. Prices are, however, guaranteed 60 days prior your function. Final payment is due on the day of the event.

PAYMENT TERMS: Payment in full is due within 30 day of your event. If payment for your event is not received within the 30 day period, your event will be charged an additional 20% late payment fee. Any deviation must be arranged with SHG's Event Coordinator. Client initials _____ SHG initials _____ Date _____

CANCELLATION: Client agrees that if Client cancels the event for any reason, all deposits and/or prepayments made shall be the property of SHG and shall be in lieu of liquidated damages. SHG may refund the fees only if the facility is re-rented for that date for a comparable usage.

FOOD & BEVERAGE: All food and beverages (non-alcoholic or alcoholic) shall be supplied by SHG. All beverages shall be supplied and served by the SHG staff or contracted services. SHG recommends that neither Client nor his or her guests remove any food or beverage from the event. However, if this does occur, Client and his or her guests indemnify and hold harmless from any liability SHG, its agents and/or assigns. All food, beverages, rental and miscellaneous catering arrangements will be subject to applicable taxes and a 18% service charge.

GUEST GUARANTEE: To insure the complete satisfaction of your guests, SHG requires that all final arrangements be received by the Spirit Hollow assignee (14) days prior to the function. A guaranteed number shall be received by the SHG assignee 7 days prior to the function. If the guaranteed number is not received, the expected number from the contract will be used for billing.

EVENT SET UP: Two hours prior to the event are allowed for the Client to set up for the event. Any deviation must be arranged with SHG's Event Coordinator. SHG will have the tables, chairs and any linen set up prior to this time.

THEFT & DAMAGES: Client agrees to be responsible for any damage or theft to the golf course, its premises, its furniture, fixtures, equipment and table accessories by any Client, its guests or other third parties employed by Client. SHG is not responsible for any personal property, which Client or his or her guests bring onto the premises for the event.

MINIMUM AGE: Client shall be at least twenty-one years of age and shall be present during the reserved event.

PRICE ADJUSTMENT: Fees for golf, food and beverages may be subject to change at the sole discretion of SHG for those Reservation Agreements executed more than six months in advance of the event. Prices are, however, guaranteed 60 days prior your function.

DECORATIONS: You are encouraged to look at the clubhouse and pavilion prior to planning your decorations. Due to the beauty and newness of our facilities, it will need very little decorating. No screws or nails are to be used on anything in the facility. Use of candles is permitted, provided they are in an enclosed container (no open flame). **Use of glitter, confetti or related material is not allowed.** Any questions regarding decoration shall be directed to SHG's Event Coordinator for review

OTHER: The Club House is a smoke free building. Appropriate attire; including shirts and shoes, must be worn in this facility. Management shall be the judge as to what is considered appropriate. Hired entertainment must abide by the House Rules. Any group requiring special set up or other service may incur additional charges.

I have read the terms and conditions, and I agree to the contract as stated above. SHG agrees to reserve the above date for the Client's event upon execution and return of this agreement including appropriate payments. Facility is available on a first come basis to those clients satisfying this requirement

Client Signature _____ Printed Name _____ Date _____

Spirit Hollow Golf Signature _____ Printed Name _____ Date _____