



## **2016 Tournament Handbook**

- **Championship 18 Hole Golf Course**
- **PGA Professional Tournament Staff**
- **Full Service Dining and Bar at The Tavern at Wild Marsh**
- **Located 45 minutes north west of Minneapolis in Buffalo, MN**

**WWW.WILDMARSH.COM**

**Buffalo, MN**

**(763) 682-4476**

## **About Wild Marsh**

Designed by Tour Player, Graham Marsh in 2000, this 18-hole championship design features bent grass tees, fairways and greens. Players rave over the intriguing design, natural features, and outstanding conditions. The fairways are generous, the large multi-tiered greens are well bunkered, and the course borders two beautiful lakes.

Wildlife abounds, and players will feel a true connection with nature, despite being located only 45 minutes from downtown Minneapolis. Recent renovations have made the course more enjoyable for the occasional player, but have kept the course equally challenging for the most experienced golfer.

With other amenities including a fully stocked pro shop and great food and drink at The Tavern, Wild Marsh is one fun place to play!

Wild Marsh would like to invite you to enjoy this premier facility for your next corporate golf outing or fund-raising event. Our outing packages are structured with you in mind, with value and simplicity of choice. We understand that your guests are vital to your business success, just as you are to ours. Our staff will assist you in coordinating every detail to ensure your golf outing is a success!

Wild Marsh Golf Club is owned and operated by the City of Buffalo. With its small town charm, excellent gift and antique shops, and other recreation such as fishing, boating, and expansive park system, Buffalo offers an escape from the hustle and bustle of the Twin Cities.

## **STANDARD TOURNAMENT PACKAGE INCLUDES:**

- Green Fees & Cart Fees
- Practice Area Use Prior to Play
- Custom Score Cards & Cart Signs
- Sponsor Signage Service
- Professional Customized Scoreboards
- Bag handling services
- On course personnel- Rules Officials, Starters, Rangers, Beverage Service
- Contest Markers
  - Long Drive
  - Closest to the Pin
  - Straightest Drive
  - Longest Putt etc...

**Our Professional staff will help coordinate your event from start to finish**

### **The Best In Customer Service**

#### **Other Options (Additional Charges Apply):**

- Food & Beverage
- Full service restaurant and bar
- Banquet facilities available
- Personalized and Custom Logo Merchandise
  - Hats
  - Shirts
  - Bags
  - Balls
  - Divot Tools, etc.

### **Pricing**

Standard Tournament Packages start as low as \$30 per player. Pricing varies dependent on date, time, and number of players. Contact one of our Tournament Staff for a custom quote.

# 2016 GOLF EVENT SAMPLE CONTRACT

Contract Number:

NAME OF GROUP:

ADDRESS: CITY: STATE: ZIP CODE:

PRIMARY CONTACT: PHONE: CELL PHONE:

ALTERNATE CONTACT: PHONE: CELL PHONE:

FAX: EMAIL:

EVENT DATE(S): NUMBER OF PLAYERS:

START TIME: FORMAT:

1. **GUARANTEED MINIMUM GOLFERS** – Wild Marsh Golf Club must receive notification of the number of participants no less than seven days prior to the event. There is a minimum guarantee of 80% of the number of players reported seven days prior to the event. If notification is not given, the number of players listed above on this contract becomes the minimum guaranteed. If more players show up for the event than the number guaranteed, Wild Marsh Golf Club will attempt to accommodate everyone possible, however, Wild Marsh Golf Club does not guarantee the availability of space for excess players.

2. **FEES** – Rate for the Tournament Package. Please refer to your Tournament and Outings Guide for a list of services and restrictions covered in this rate.

\$ \_\_\_\_\_ *Per player*

3. **DEPOSIT** – A non-refundable deposit of \$200.00 must accompany this contract no later than 30 days prior to the scheduled event. Failure to comply will result in the cancellation of your scheduled times. **BALANCE OF THE PAYMENT IS DUE NO LATER THAN 15 DAYS AFTER THE DAY OF THE EVENT.**

4. **ACKNOWLEDGMENT** – I the undersigned as an authorized representative for the group listed above agree to pay the balance of all incurred charges within 15 days after the event and abide by all policies, rules, and time schedules specified in this contract and in the Tournament and Outings Guide included with this contract.

SIGNATURE \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

Authorized Representative

SIGNATURE \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

Wild Marsh Golf Club Tournament Coordinator

**FOR OFFICE USE**

FORMAT: \_\_\_\_\_ INDIVIDUAL \_\_\_ or TEAM \_\_\_ TEE TIMES \_\_\_\_\_ or SHOTGUN \_\_\_\_\_

DATE CONTRACT RECEIVED \_\_\_\_\_ CUSTOMER NUMBER \_\_\_\_\_

# 2016 TOURNAMENT AND EVENTS GUIDE

- OUR STANDARD TOURNAMENT PACKAGE INCLUDES:

- 0 Green Fees for 18 Holes of Golf
- 0 Cart Fees for 18 Holes of Golf
- 0 Use of our Practice Areas
- 0 Bag Handling
- 0 Cart Labels
- 0 Scorecards
- 0 Contest Markers- Longest Drive, Closest to the Pin, Etc.

- ADDITIONAL OPTIONS:

- 0 Food & Beverage provided by The Tavern
- 0 On Course Beverage Carts provided by The Tavern
- 0 Personalized and Custom Logo Merchandise or Golf Awards

Please check with your Tournament Coordinator for pricing on these services.

The food service you provide for your players and guests is a major part of their overall outing experience. It can be as simple or elaborate as you wish. The Tavern at Wild Marsh features an extensive Tournament and Event Menu with offerings for breakfast, lunch and dinner, all with a variety of pricing options.

## POLICIES AND PROCEDURES

We want your event at Wild Marsh Golf Club to be fun and stress free. We have developed a simple set of policies and procedures to ensure safety, prevent common misunderstandings and maximize the enjoyment of your guests as well as our other customers who may be at Wild Marsh Golf Club on the day of your event.

- **RESERVATIONS** – There is no set time limit on how far in advance you may reserve a date for your event. Reservations require a \$200.00 deposit and a signed contract to secure a date. The deposit is non-refundable but may be applied to a future date within the same year in case of cancellation. Golf tournaments and outings are typically scheduled on weekdays. Most Tournaments are Shotgun starts with starting times around 11AM. A Shotgun Start does not guarantee course exclusivity. Wild Marsh Golf Club staff will determine hole assignments for Shotgun Tournaments.
- **NUMBER OF PARTICIPANTS** - A maximum number of participants will be required when the contract is submitted. It is far easier to reduce the number of participants and times than it is to add participants and times. We cannot guarantee accommodating a greater number of players than what is on the tournament contract at the time it is submitted, even if it is outside the seven (7) day window for final count and payment. For tournaments with greater than 120 participants Wild Marsh needs to reserve extra golf carts for rental. Advance (30 Day) notice is necessary to ensure there will be enough carts on site. Events or Outings with cancellations within seven (7) days of event may be held responsible for actual rental cart cost. Contact your Wild Marsh Golf Club Tournament Coordinator for more information.
- **FINAL COUNT AND PAYMENT** – In order for us to accurately schedule your event we need to have your final count for golf seven (7) days prior to your event. As your day approaches we would like to accommodate changes in your count, either up or down, but sometimes it is not possible. After the seven-day deadline has passed, tee times surrounding your event may be committed to someone else.
- **RAIN POLICY** – A tournament or outing may be rescheduled if the golf course is officially closed. Except in cases of widespread extremely inclement weather, players should be asked to come to the golf course. Before the scheduled start, our Golf Course Superintendent and Golf Professional will make a determination of playability. If the event can be played in reasonable comfort and safety, it will be played. If play has been suspended and it is determined by the Golf Course Superintendent and Golf Professional that play cannot resume in a reasonable period of time, every effort will be made to reschedule the event for completion. If the event cannot be rescheduled for completion, a pro-rated refund will be issued for players that complete less than nine (9) holes. There will be no refund for the players in groups that have completed nine (9) holes or more.

- **DRESS CODE** – Wild Marsh Golf Club requires that all participants be dressed in proper attire. Proper attire is defined to be regular and customary apparel worn by golfers. Shirts and shoes must be worn at all times. Prohibited clothing includes: all cut-offs, all tank tops, all gym shorts and all shoes that cause damage to the greens. Only approved soft-spiked shoes are allowed on the golf course or in the clubhouse
- **LIABILITY** – Any damage to the golf course, golf cart fleet and/or property due to misconduct by players or guests of your event must be paid by person or group responsible for scheduling the event. Event players and guests agree to hold harmless and indemnify Wild Marsh Golf Club, its employees, agents, servants, representatives, affiliated companies and their employees, agents, servants and representatives from and against any and all claims, injuries, demands, judgments, damages, suites, losses, costs, penalties, expenses, (including reasonable attorney’s fees) and liabilities of any kind or nature whatsoever arising out of players or guests use or misuse of Wild Marsh Golf Club facilities, including but not limited to, operation of golf carts, use and care of the golf course, or other equipment and acts of God.
- **GOLF MAINTENANCE** – A golf course is a living, changing environment that requires continuous care in order to maintain optimal playing conditions. Some activities, such as watering and mowing, need to be done daily. Most of this work can be accomplished in the early morning hours. However, due to weather conditions and other factors, some of this activity may be taking place during playing hours. Our staff is trained to be as unobtrusive as possible so that players can still enjoy their round to the fullest. Our golf course maintenance staff truly appreciates your understanding and cooperation with regard to their work.
- **PACE OF PLAY** – Pace of play or more specifically “slow play” is always a concern for any golf course. Wild Marsh Golf Club is an extremely challenging course and is hosting many golfers playing it for the first time. The USGA Pace Rating for Wild Marsh Golf Club is 4 hours and 15 minutes with carts driving in the fairway. Unfortunately, the vast majority of our larger outings tend to spend 5 hours or more on the golf course. There are strategies that you can use to help your group finish their round more quickly. Wild Marsh Golf Club has 4 sets of tees for each hole specifically to accommodate golfers of varied abilities. Selecting a less difficult set of tees to play from is one strategy that will have a positive effect on pace of play. Slow play not only has an effect on when your group finishes and the scheduling of any subsequent award/banquet activities, it also affects people that may be playing on the course after your group has finished. On-course Player Assistants will monitor pace of play. Contact your Wild Marsh Golf Club Tournament Administrator for any other ideas or for more information.
- **FOOD AND BEVERAGE**- Events utilizing food and beverage service acknowledge that they are contracting service from the The Tavern at Wild Marsh, which is a separate entity from Wild Marsh Golf Club. The Tavern at Wild Marsh has its own set of policies and requirements for service. Generally, all outside or “carry on” food and beverage is prohibited, however Wild Marsh Golf Club allows events to distribute certain products such as pre-packaged snacks or soft drinks. Outside alcoholic beverages are strictly prohibited. Any distribution of outside food or beverage products must be approved by Wild Marsh Golf Club. Please contact your Wild Marsh Golf Club Tournament Coordinator for any questions or approval for outside products.

# RULES AND REGULATIONS

- Wild Marsh Golf Club Rules may from time to time encompass “cart path only” days due to weather or course conditions that warrant such a rule. The decision to implement “cart path only” traffic remains solely with the management team of Wild Marsh Golf Club (Golf Course Superintendent, Head Golf Professional or General Manager). Players that abuse this rule will lose their playing privileges.
- No playing group shall be made up of more than four players unless authorized.
- Golf carts are mandatory for all players in tournaments.
- Persons operating carts must be 18 years of age.
- Practice must be confined to the hitting net, chipping and putting greens.
- Each player must have his/her own golf bag and clubs.
- Each player must replace and repair divots, repair ball marks and rake bunkers.
- No more than two riders and two sets of clubs per golf cart will be allowed.
- Please follow all signs and instructions from the Golf Shop.
- No outside food, beverage or personal coolers will be allowed.
- Tournament participants and guests must observe all rules and regulations covering use of the facility.
- USGA Rules of Golf and Proper Golf Etiquette shall govern all play where applicable.

## THE DAY OF YOUR EVENT

• **WHEN TO ARRIVE** – The coordinators and other volunteers for your event should plan to arrive at least 90 minutes before the scheduled start time. Make sure all players arrive at least 30 minutes early to allow time for registration.

• **REGISTRATION** – We provide registration tables with tablecloths for your use in checking in players and guests and distributing gifts and handouts.

• **GOLF CART STAGING** – Golf carts will be staged and marked with cart labels identifying player names and starting hole numbers or tee time before you arrive. Our staff will assist with your players’ golf bags and locating their carts. For both safety and traffic flow considerations, we cannot allow players’ use of their golf cart before the start of the event.

• **STARTING YOUR EVENT** – Shotgun Start – At the designated time, a member of our professional staff will call all players to their carts, give reminders on the tournament format and go over a few important rules and policies. This is a good time for you to make any brief announcements or recognitions to your group. Wild Marsh Golf Club Staff members will then escort players to their designated starting point on the course. Play will start once players reach their designated starting hole.

Tee Times- Our starter on the first tee will start all groups at the appropriate time. Players will not be called to the tee, so make sure players are aware of their starting time so they can proceed to the tee approximately 5-10 minutes before their start time. The starter will explain all course policies and rules.

• **ON-COURSE COMPETITION MARKERS** – Our staff will have prepared your competition markers for Closest to the Pin and Longest Drive, etc. For Tee Time starts, the first foursome of each group may need to take the markers out and the last foursome should bring them back to the golf shop. For Shotgun Starts, Wild Marsh Golf Club Staff will place the competition markers on the course before your group starts.

• **SCORING** – We will instruct players to return their scorecards to the golf shop for posting.

• **FOOD SERVICE AND TIMING** – Our staff will monitor the progress of your event during the day so that the beginning of food service coordinates with the completion of play. Not all players will finish at the same time, Therefore our standard policy is to begin food service after most of the players have completed their round. Arrangements can be made with The Tavern staff if you prefer another format.

• **GOLF SHOP HOURS** – The scheduled closing time for our golf shop varies throughout the season. These hours normally accommodate redemption of Gift Cards. Contact your Wild Marsh Golf Club Tournament Coordinator if you have any questions.