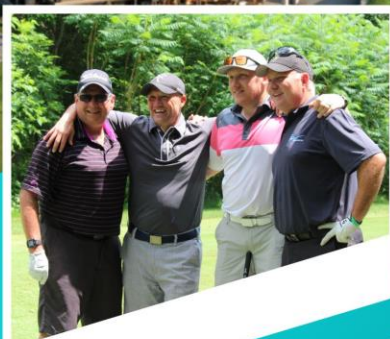




# Peterborough

GOLF & COUNTRY CLUB



**YOUR  
TOURNAMENT  
DESTINATION**

## **TOURNAMENT PACKAGE 2020**

**Welcome and Thank You for choosing Peterborough Golf and Country Club as your Golf Tournament Destination.**

**Whether you are planning a Corporate, Charity or Social Golf Tournament, Peterborough Golf and Country Club's Professional staff are pleased to provide their expertise to assist you in the planning of your event.**

**Approved by the Peterborough Golf and Country Club Board of Directors, Thursday afternoons are the accepted days to host out of Club Tournaments.**

*All Tournament Organizers must be aware of our Dress Code Standards and are responsible for informing their Guests and Participants.*

**In order to ensure that we are able to fully assist you in the planning of your Tournament, we ask that you carefully read the following declarations:**

- Club Policy dictates that a fully completed event contract and itinerary be completed by the Tournament convener. Said contract shall stipulate date(s) of the event, approximate number of guests, and a general itinerary, accompanied by non-refundable security/damage deposit \$1000. No booking will be confirmed until receipt of deposit monies. For non-member events, a credit card number must also be provided at the time of booking.
- Deposit of payments will be applied to the final balance of the event, if no damages or infractions are incurred. Accounts are payable upon receipt of invoice. Payments made by credit card are subject to a 2.25% processing fee. Any unpaid accounts will be charged a 2% late fee per month.
- For non-member tournaments, a credit card number must also be provided at the time of booking.
- All prices listed are quoted per person, unless otherwise noted. All prices listed are subject to applicable 13% HST tax and 15% service charge. Menu & Beverage prices listed are guaranteed for ninety (90) days and are otherwise subject to change without notice.
- Menu selections must be confirmed a minimum of fourteen (14) days prior to the tournament. A guaranteed number of guests confirmed ten (10) business days prior to the event to ensure to ensure adequate staffing, food, and beverage requirements can be established for a successful event.
- Catering charges will be applied to the guaranteed number of guests or the actual number attending, whichever is greater. Allowances are made for only 5% more guests than guaranteed. To avoid disappointment to you or your guests, the guaranteed number of guests should be as accurate as possible.
- **Due to health and safety regulations The Peterborough Golf & Country Club does not allow outside caterers to provide food service on the premises; or any unconsumed food or beverage provided by The Club to be removed from the premises.** \_\_\_\_\_initial
- All decoration of the facility is at the discretion of management. Open-flame candles are not permitted. Confetti, rice, glitter, or the like are not permitted as table decoration.
- A **\$200** cleaning fee will be applied to any function that uses confetti, rice, glitter, and the like, or if garbage or recycling are left behind. \_\_\_\_\_initial

- Peterborough Golf and Country Club cannot be held responsible for personal property or equipment of any nature brought into the Club. The Club will not assume responsibility for items lost, stolen, or not delivered intact before, during, or after a function.
- Any and all damages incurred to the building, outside facilities, golf course, or equipment, which may occur during the event, caused by the conveners or guests, becomes the responsibility of the convener.  
All Conveners understand that guests participating in their event who have rented a golf cart are responsible for any damages or injuries that may occur.
- All Members and Conveners are responsible for notifying their Guests of the Peterborough Golf and Country Club's Dress Code standards.
- The Peterborough Golf & Country Club will not be held liable or responsible in any manner if unable to perform services agreed upon or damages incurred as a result of:
  - Any power failure, flood, fire, strike, or Act of God.
  - The conduct of the convener or person(s) attending the event.
- **Cancellation Policy:**
  - A cancellation of fifteen (15) days prior to the event will not result in a fee, and the non-refundable deposit can be transfer to another mutually agreed-upon date.
  - A cancellation of seven to fourteen (7 - 14) days prior an event will result in a cancellation fee of 15% of the original contract agreement, and loss of deposit.
  - A cancellation of three to seven (3- 7) days prior an event will result in a cancellation fee of 25% of the original contract agreement, and loss of deposit.
  - A cancellation of zero to three (0 – 3) days prior an event will result in a cancellation fee of 65% of the original contract agreement, and loss of deposit.
- **ALCOHOL & GAMING**
  - Members and Guests will abide by the rules and regulations as laid out by the Alcohol & Gaming Commission of Ontario, the Peterborough County Health Protection & Promotion, and club by-laws of the Peterborough Golf and Country Club.

- All food and beverage items must be purchased through the Peterborough Golf and Country Club. In regulation with the AGCO, we do not allow alcohol that is not licensed onto the premises, including homemade wine.
- Conveners and Sponsors are not permitted to supply alcoholic products for events. Any alcohol being auctioned, raffled, given as a gift or a prize is not permitted on the premises. This is in contravention of the Liquor Licensing Act. *"There is only one way liquor can be raffled/auctioned off as a prize and that is through a charitable organization (charity) that has a valid raffle lottery licence issued by the Alcohol and Gaming Commission of Ontario (AGCO) or local municipality."* *"The licensed charity is responsible for the management and conduct of the event"* *"Liquor awarded as a prize cannot be opened and/or consumed in the licensed establishment."* [www.agco.ca](http://www.agco.ca) \_\_\_\_\_initial
- Due to provincial liquor regulations, corkage functions are respectfully declined.
- It is our policy to serve no more than two drinks to one person at one time and only offer single shot drinks. Peterborough Golf and Country Club staff are qualified with smart serve and will follow all federal and provincial laws; our bartenders have the right to stop serving drinks to anyone that appears to have had too much alcohol, or is acting inappropriately towards other guests or staff members. If guests are seen serving alcohol to a minor, said guest will no longer be served. Should it persist, the bar will shut down and not reopen. Should our staff be in the position to intervene, the manager on duty will do their best to contact the convener of the event prior to any action taken. \_\_\_\_\_initial
- Where a bar does not meet a \$350 minimum spent, a bartending fee will be charged \$15/hr for 3 hours.
- A provincial and/or municipal raffle licence is required for any event where a 50/50 draw, elimination draw, or calendar draw is being held. The Peterborough Golf & Country Club must be notified in advance of any event holding such a draw or raffle, and must receive a copy of the licence before the event occurs. <https://www.agco.ca/lottery-and-gaming/raffle-licensing-overview> \_\_\_\_\_initial



## Tournament Program

\$120.00/participant + Taxes & Gratuity

Golf Green Fee – 18 Holes

Power Cart for each twosome

Hall Rental with Dinner Buffet (see Menu Selection)

Complimentary Services (Listed below)

Guests' Cost for Dinner Only - TBD

Additional carts required over and above the guaranteed number of players for the event will be available at a charge of \$45.00 per cart.

### Complimentary Services

Available to all Tournaments hosted at Peterborough Golf and Country Club include the following:

Tournament Assistance

Tournament Format & Contests

Itinerary Planning

Prize Selection and Ideas

Score Card Preparation

Bag Drop with Staff present to Greet Guests

Customized Cart Signage and complimentary bag tag

Scoring and Handicapping

Locker Room Service with Towels

Driving Range and Putting Green Practice Areas

Staff provided for Registration/Sign In

Member Pricing Privileges in Golf Shop (Tournament Day Only)

Also included in the program:

Tournament Sponsors are allowed to display signage on the course during the duration of the Tournament. Staff will be available to assist with the set up and removal of Sponsor signs.

Beverage Cart service will be available upon request. All signage must be provided a minimum of 24 hours prior to event.

## Dinner Options included in package

### *Our Dinner Buffets Always Includes:*

Freshly baked assorted bread basket with whipped butter

An array of decadent pastries, cakes, cookies and decorative fresh fruit platters.

Freshly brewed coffee and tea

### Dinner Buffet – Option #1

Freshly baked assorted bread & buns with whipped butter

Two Chef's Choice Salads

Market Fresh Vegetables

Herb Roasted Potatoes

Grilled Chicken Breast with Herbed Mushroom Sauce

The Chef's Sweet Table, Tea & Coffee

### Dinner Buffet – Option #2

Freshly baked assorted bread & buns with whipped butter

Two Chef's Choice Salads

Baked Potato Bar served with sour cream, shredded cheese, fresh scallions, and bacon bits

PGCC's Famous Chicken & Ribs with assorted barbeque sauces

The Chef's Sweet Table, Tea & Coffee

### Dinner Buffet – Option #3

Freshly baked assorted bread & buns with whipped butter

Two Chef's Choice Salads

Market Fresh Vegetables

Herb Roasted Potatoes

Cheese Tortellini in Rustic Tomato Sauce

Choice of Grilled Chicken Breast **OR** Atlantic Salmon (pre-select one option)

(Slow Roasted Beef Striploin with Spicy Horseradish and demi-glace \$4per person)

The Chef's Sweet Table, Tea & Coffee





## Tournament Menu Add-Ons 2020

(All prices are subject to 13% taxes and 15% service charge)

### Morning "TEA-OFF"

Freshly brewed Coffee, Decaf, and Tea \$2

Daily baked muffin or loaf & coffee/tea \$6

### ProStart

Daily baked muffin or loaf, fresh fruit platter, & Coffee/tea \$11

### Country Breakfast Buffet \$16 per person

(20-guest minimum required)

Creamy scrambled eggs, smoked bacon, sausage links, crispy seasoned home fries, fresh fruit platter, and condiments. Accompanied by assorted juices, coffee and tea

## Lunch Options

### PGCC Box Sandwich Lunch \$13.00 per person

Each box lunch comes with Royal Gala Apple and Granola Bar

Choose your Sandwich:

- Black Forest Ham and Cheddar Cheese
- Curried Chicken Salad Sandwich
- Oven Roasted Turkey Breast and Swiss Cheese

### Backyard Barbeque Lunch \$16 per person

Beef Burger, chicken breast and sausages, 2 Chef's Choice salads, and potato chips

### Mediterranean Lunch \$22 per person

Chicken Souvlaki served with Greek salad, grilled pita and house made tzatziki dip

## SPECIAL-TEE COCKTAIL RECEPTION

Our Events Planner will be happy to assist you in planning and staging your reception

On-course Stations

19<sup>th</sup> Hole Cocktail Reception

Passed Hors D'oeuvres

Hors D'oeuvres Stations



# ADDITIONAL CHARGES

## LINENS

A fee of \$1.50 per person will be charged for use of linens.

## AUDIO-VISUAL MATERIALS

Projector and projection screen \$75  
Portable Speaker for laptop \$30  
Lapel Microphone \$30  
Sound system with wireless handheld microphone and Podium  
Flipcharts & Markers

Please contact the Food & Beverage Office for availability and pricing on specialty items. More equipment may be available upon request.

## SOCAN & RE-SOUND FEES

ALL events at which previously recorded music is used are subject to applicable SOCAN and RE-SOUND License Fees. Charges are as follows (subject to application tax):

SOCAN LICENSE FEE		RE-SOUND LICENSE FEE	
Music and Dancing	\$ 63.49	Music and Dancing	\$ 26.63
Music Only	\$ 31.72	Music Only	\$ 13.30

THESE LICENSES ARE GOVERNMENT TARIFFS FOR THE USE OF PRERECORDED MUSIC BEING PLAYED AT EVENTS. DUE TO PROVINCIAL REGULATIONS, ALL ENTERTAINMENT MUST COME TO A CLOSE AT 1:00AM. \_\_\_\_\_initial

- The PGCC may take photos or video at an event and use the event/company's name, photography, and video in newsletters, website, apps, publications for promotion and advertising, and to share via traditional media and social media, and for staff training materials.
- The PGCC may allow the news media to interview and publish photographs and/or audio-visual productions in newspapers, on television, radio, and social media platforms.

I do not give permission for photos or video to be taken of the event



## Peterborough Golf and Country Club Dress Code

The interpretation of the General Stipulations is at the discretion of the Golf Professional Staff and General Manager

### General Stipulations

Peterborough Golf and Country Club is an established Club with a dress code that is set to reflect the stature of the Club and its traditional style. In order to avoid embarrassment and ensure a pleasant visit, all Guests should be aware of our standards of dress. It is in all of our interests to maintain reasonable standards of dress in keeping with a Club of Peterborough Golf and Country Club's status.

### Dress Code for Club House, Lounge, & Dining Areas

Golf course attire is acceptable anywhere in the Club.

Pants: Smart casual denim is allowed in the licensed areas of the club house. Denim jeans must be clean, in good repair, no rips, tears, frayed ends or holes, and must fit appropriately (no excessive baggy denim). Smart casual does not include yoga wear, running wear, track suits or similar athletic attire. Cargo pants are not permitted (large bulky pockets on the outside of pants or shorts)

### Dress Code for Golf Course

#### Men's Dress Code

Shirts: Shirts must be tucked in at all times and have a collar. A 'collar' can be the traditional style, turtleneck style or the mock neck style. Pants/Shorts: Dress or golf slacks may be worn. Denim jeans, cargo pants or sweat pants are not permitted. The appropriate length of shorts is four inches or less above the knee. Shorts that are tight-fitting, cycling shorts, cargo shorts, or denim jean shorts of any colour are not permitted.

#### Ladies Dress Code

Shirts: Sleeveless tops are permitted provided they have a collar and conversely, any top that does not have a collar must have sleeves. Tops must be worn tucked in, unless designed to be worn out. T-shirts, halter-tops, tube tops, crop tops and tank tops are not permitted. Pants/Shorts: Dress skirts, shorts, capri pants and slacks may be worn. Appropriate length of shorts is five inches or less above the knee. Spandex shorts, cargo shorts and denim jean shorts of any colour are not acceptable attire.

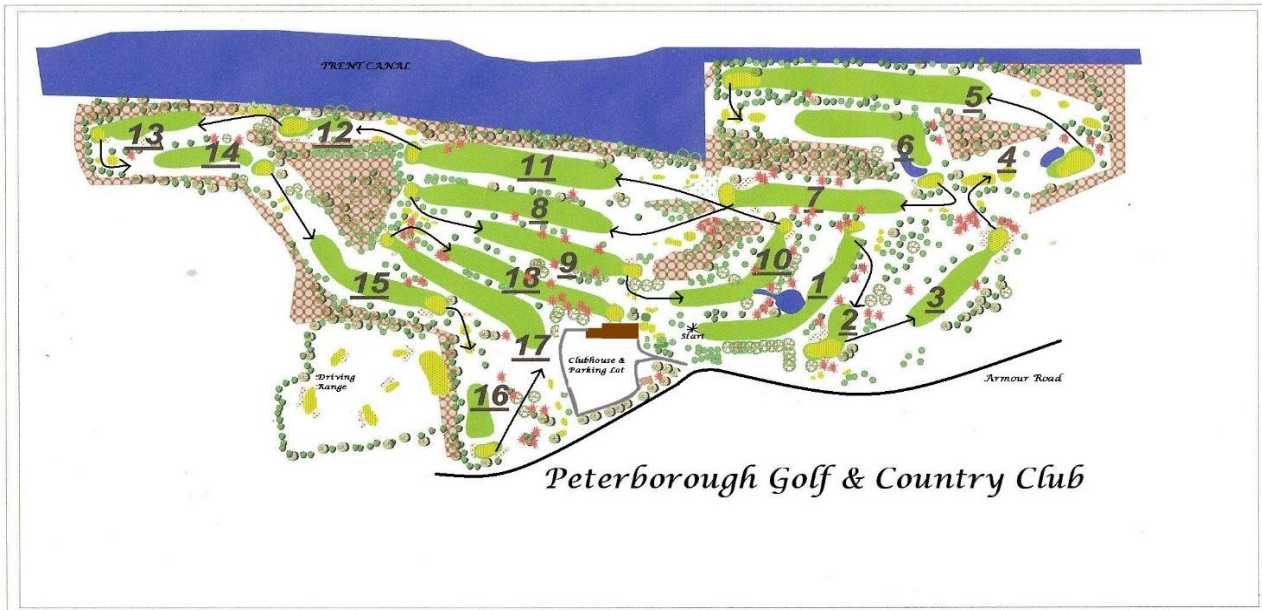
#### Hats

Hats are to be removed when in the Clubhouse. Golf hats, caps or visors are not permitted where food is served indoors. Caps or visors may not be worn backwards. Gentlemen's golf hats, caps and visors may be worn while traveling between the locker rooms and the golf course or the curling rink.

#### Shoes

Appropriate golf course footwear must be worn. Shoes/golf sandals must be equipped with non-metal spikes. Soft-soled shoes are permitted. **Golf Shoes with Metal Spikes are NOT permitted.**

## Course Map



## Course Etiquette

1. Repair Ball Marks
2. Replace Tee & Fairway Divots
3. Rake Sand Traps/Bunkers
4. Cart Usage (do not drive on greens, stay out of roped off areas)
5. Pace of Play

## Conveners Checklist

- Tournament Budget –detailed breakdown
- Registration \_\_\_\_\_
- Food & Beverages \_\_\_\_\_
- Prizes, Trophies, Awards \_\_\_\_\_
- Special Guest(s) \_\_\_\_\_
- Photography \_\_\_\_\_
- Entertainment \_\_\_\_\_



Contract completed with Host Tournament Destination

Date \_\_\_\_\_

Time \_\_\_\_\_

Cost \_\_\_\_\_

Course Rules & Dress Code

Tournament Package and Format

Major sponsors and appropriate signage

Sponsor Signs ordered

Picked up

Brought to the Club 1 day prior to the Tournament

Sponsor Signs set up

Develop and record your list of attendees; both the golfers and those who are attending the dinner only.

Total number of meals needed:

Tournament Meal \_\_\_\_\_ Vegetarian \_\_\_\_\_

Special Requests (dietary needs) \_\_\_\_\_

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The Club's Food & Beverage Manager has a list of meals for the above

Give list of Attendees to the Club;

List of Golfers: (provide copies of both to the Golf Shop)

Alphabetically

Teams

Confirm Contests on Golf Course with the Club

Tournament Prizes, Trophies and/or Awards

Prizes

Trophies

Awards

## Conveners Checklist cont.

All participants are aware of the following:

Club Dress Code Standards

Golf Course Etiquette

Course Map

Tournament Format & Rules Sheet

(Speak with the Clubs' Sports Director for Format and Rules Sheet)

Guest Confirmation and Reminder  
Confirm Guest attendance via phone  
Reminder Email to all guests explaining  
Tournament Itinerary  
Tournament Format  
Club Dress Code

Create detailed itinerary  
Registration Start Time  
Tournament Shot Gun Start Time  
Tournament Organizer Welcomes All Attendees  
Dinner  
Prizes, Trophies and/or Awards  
Wrap-up

Registration Set-Up  
Alphabetical List of Golfers with Starting Hole #  
Score Card & Pencil  
Tournament Format/Rules Sheet  
Tournament bags for on the Course (available for purchase at PGCC Pro Shop, includes: tees, golf balls, divot repair tool and a bottled water)

Post Tournament  
Follow up meeting with Tournament Organizers to review program for improvements for future Tournaments  
Add suggestions to Tournament Checklist  
Thank you cards/notes to sponsors  
Thank you cards/notes to all attendees

## Tournament Breakdown

	Cost (\$)	Qty	Total (\$)	Service Charge 15%	HST 13%	PLT	TOTAL
Tournament Program							
Golf & Cart	\$82.00			Included in Package Price			\$
Dinner Buffet	\$38.00			Included in Package Price			\$
				TOTAL			\$155.95
Additional Dinners ie. Volunteers etc.						\	\$
				TOTAL			\$
Other:							
						\	\$
						\	\$
						\	\$
						\	\$
						\	\$
							\$
							\$
							\$
							\$
							\$
							\$
Drink Ticket: Domestic Beer							\$
<u>Wine Selection</u>							
White	\$ per bottle						\$
Red	\$ per bottle						\$
Deposit	\$1000						
				Grand Total			\$

**Payment Options:**  
 Cash, Cheque, e-transfer, or credit card\* (Visa, Master Card) (We do not accept American Express)  
 \*2.25% service charge will be applied when paying by credit card

This agreement is rendered between Peterborough Golf and Country Club,  
hereafter referred to as the Club and \_\_\_\_\_  
(Company Name)

Tournament Name: \_\_\_\_\_

Tournament Organizer: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Tournament Date: \_\_\_\_\_ Times (Start & End): \_\_\_\_\_

Fee Per Player: \_\_\_\_\_ Number of Attendees: Golf \_\_\_\_\_ Meal Only \_\_\_\_\_

Deposit Required:  PAID Amount: \$1000  
**(WE DO NOT ACCEPT AMERICAN EXPRESS)**

Billing Information

Accounts are payable within thirty (30) days of the Tournament.

Bill To: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City Prov. Postal Code  
\_\_\_\_\_  
Phone Number Email

**Signatures**

\_\_\_\_\_  
Date Tournament Convener Signature

\_\_\_\_\_  
Date Club Representative Signature