

Napier Golf Club Group Bookings Policy



Thank you for being in contact with our Club and for the opportunity to assist you and your organisation to have a great day of golf and social activity at the Napier Golf Club (NGC). In order for us to ensure that your event runs well and that we provide you with all information that relate to the conditions of having a Golfing Event at the NGC, we have outlined information for you to work with. We in turn would like to be reassured that all participants in this event are advised of the Clubs conditions of play, the appropriate dress standards and that appropriate golfing etiquette to be observed on the day.

The following details are designed to cover all details as they relate to the Golf Event. Catering details for your event will be provided separately.

Event Bookings

Reservation for group golf events should be channelled through the NGC. It is advised to make tentative enquiries with the Club well in advance of the requested date of the event as the Club receives many requests for course bookings. Bookings for events will be confirmed only after a formal contract has been signed by both parties and a non-refundable deposit has been received by the Club.

The total number of participants will be agreed to when the booking is made with NGC. Confirmation of the numbers participating in the event should be advised to the Club 30 days prior to the event and **final numbers confirmed 8 days prior to the event**. On the day of the event the Club will charge Green Fees for the final number of participants who play on the day – the minimum charge being that for the final number confirmed 8 days prior.

It is important that event organisers and Club management meet at least once prior to the event to determine the events programme and to become familiar with the facilities of the Club.

Deposit Details

In order to reserve for an event a non-refundable deposit is required. A non-refundable deposit is a deposit on the Green Fees payable and is calculated at 25% of the green fees owing for the event or as agreed between the parties. The deposit received will be offset against the total amount due for green fees owing. It is considered that if a cancellation is received the opportunity to replace the event with other events may not be possible and so the non-refundable nature of the advance deposit will stand.

Green Fees

Green fees charged are determined by the business activity of the event. It is considered that the total volume of green fees, food and beverage revenues and other returns to the Club are factors considered prior to a green fee being quoted. *There is currently no charge for Napier Golf Club members who compete in a group event* however this does not confirm that members of the Club are entitled to organise an event for and on behalf of members without seeking appropriate approval through the management of the Club.

Course Marshall

For large group bookings the Club may provide a Course Marshall if requested. The Marshall shall ensure the playing speed and Golf Club etiquette is being observed. He/She has the authority to request that all players abide by these rules and should there be serious breaches of these rules, is able to ask offenders to leave the Club premises/course.

Catering

We are happy to assist with your decisions on your food & beverage requirements for the event. The NGC Caterers are contracted to provide catering services to the Club. The supply of all food and beverage items to Club members and visitors is to be provided by these contractors. No external supply of Food and Beverage items should be introduced to the Club premises without the prior approval of the General Manager, It is understood that some events organised offer beverages as prizes and that there are requests for sponsors of events to supply food & beverage for various needs. The Club needs to be compensated for any potential loss of earnings if they relate to beverage supplies therefore sponsored beverages will only be permitted should the Club receive appropriate compensation.

All food & beverage requirements for the event should be arranged with the NGC at least 30 days prior to the event and final numbers for catering **be confirmed at least 8 days prior to the event**. The final numbers catered and charged for, to the client will be either the final number confirmed 8 days in advance of the event or the final number on the day of the event, whichever is the larger amount.

As a safety measure we do not permit bottles or glass containers issued or used on the golf course.

Promotional Signage

Where there is sponsors signage, display stands and stalls, including show vehicles, to be placed around the golf course the following conditions need to apply.

We do not permit placement of signs or displays with out the direct involvement of our Golf Club Course Superintendent or General Manager.

We have predetermined best placement positions for signs and displays on each hole and positions around the Club house for best display and safety reasons. With this in mind we request that all signage and display material be delivered to the golf Club at least one day before the event and that all signs be removed after the event on that same day.

Reporting in for the Event

We request that on the day, organisers for the event report to the Club Office well before the start of the events first programme of the day. Starting sheets with names of participants should be ready for player registration at least one hour prior to the first Tee off time.

For the convenience of issuing the Napier Golf Club's dress standards and Club rules, we have outlined these conditions on the attached sheet. We request that you issue this page to your guests as part of your registration procedure. We know that by issuing these details we avoid possible embarrassment to your valued guests and to management and staff at the Golf Club.

NAPIER GOLF CLUB

Dress Standards

All players and guests are to conform to the following dress standards. Club officials, the Golf Professional and his staff have the Club's authority to monitor dress standards to ensure that all participants comply.

FOR WOMEN

<u>On the Course</u>	Slacks, skirt or tailored shorts with sport socks, blouse or sports shirt with collar, jumper or cardigan or jacket optional.
<u>In the Clubhouse</u>	Dress, suit or slacks or tailored trousers or dress jeans, with a blouse or collared shirt, jacket or jumper or cardigan optional. Tailored knee length shorts may also be worn. Dress type shoes.
NOT PERMITTED	Brief Shorts, beach, boxer or rugby type shorts, singlets, clothing with unsightly or obscene slogans or graphics, tee shorts, tank tops, tracksuits, jandals or bare feet.

FOR MEN

<u>On the Course</u>	Shirt with a collar and sleeves, sports trousers or dress shorts. If wearing shorts, either walk or sports socks, but they must show above the top of the shoe.
<u>In the Clubhouse</u>	Shirt with collar and sleeves, sports trousers, dress jeans or dress shorts. If wearing shorts either walk or sports socks, but they must show above the shoe top. During the summer months, boat shoes and dress sandals without socks are permitted.
NOT PERMITTED	Work jeans, shorts, tracksuit pants, shorts or tops, clothing with unsightly or obscene slogans or graphics, tee shirts, tank tops, collarless shirts, board, boxer, rugby type shorts jandals or bare feet.

FOOTWEAR MEN & WOMEN

Golf Shoes worn out on the course are not permitted in the Club house foyer or upstairs in the Lounge.

Golf shoes should be worn – **NON METAL SPIKES ARE RECOMMENDED**. Flat soled athletic / running shoes are acceptable however Boat shoes, Jandals, Sandshoes, Athletic / Touch Rugby shoes with ripple soles are prohibited.

Play – Local Rules The rules of the Club should apply to all tournaments, however the event organisers may suggest alternative rules for their event but they should be referred to Club Management for consideration and approval. This measure is taken to ensure that we do not ignore the NZ Golf Assn Rules of Golf.

Tee Times Will be determined through confirmation in writing from the Golf Club.

Etiquette Please show consideration for others. Replace divots with sand if provided, repair pitch marks, rake and return rakes to bunkers and mark score cards away from the green. There should be no trundlers or golf bags left on the greens. The Green keeping staff have right of way at all times and all other etiquette rules as they apply in golf should be observed.

Pace of Play Please maintain a reasonable pace of play and keep up with the four ahead of you, As a guideline 9 holes should take no longer than 1 hour 55 minutes, with 4 hours 5 minutes for a full round. It is the responsibility of the lowest handicap player in each group to ensure that the players keep up with the field. Non golfers should be spread through the field.

Club Hireage There should be no sharing of golf Clubs – each player must have their own set of Clubs. Our Pro Shop has a limited number of golf clubs, pull trundlers and electric golf carts available for hire. Reservations for equipment hire should be organised in advance of the event day and confirmed in writing to the Club. Use of private motorised transport on the course is by Club approval only.

Good Behaviour A respectable standard of behaviour is required at all times and the Club asks that the organisers of the event accept responsibility for the group's behaviour and standards of dress.

Please complete the details below and forward with the necessary deposit to:

General Manager
Napier Golf Club Inc.
PO Box 7152
Taradale 4141
NAPIER

COURSE BOOKING AGREEMENT

(To be used for groups of 36 or more players)

I hereby apply to reserve the Course and facilities. The following information is provided:

Name of Group / Club _____

Number of Players _____ (maximum number for which tee times will be reserved)

(Confirmation of numbers is required 30 days and 8 days prior to the event)

Date of Play _____ **Preferred Start Time** _____

Type of Start Requested

Standard 1-Tee Start Standard 2-Tee Start

Shotgun Start (only applies to 100+ players)

Other

Green Fees \$35 per player (no charge for Napier Golf Club Members)
Set Rate \$3,000 minimum for shotgun start, special conditions apply

A **NON-REFUNDABLE** deposit (being 25 % of the anticipated green fees), of \$ _____
is payable prior to the event (within 30 days) upon confirmation of the booking.

Group Contact Name _____

Address _____

Phone _____ **Cell** _____

Email _____

I agree to the terms and conditions of the Group booking as laid out in the attached document and am responsible for observation of The Napier Golf Club Rules.

Signature _____

The return of this form, signed and with the deposit will confirm your booking.