



388 River Road,  
 Manorville, N.Y. 11949  
 631-369-1818 Ext 1  
[Swanlakegolfclub@outlook.com](mailto:Swanlakegolfclub@outlook.com)



## 2025 GOLF OUTING GROUP CONTRACT

Name of Group: \_\_\_\_\_

Group Representative: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time Requested \_\_\_\_\_ Number of Players: \_\_\_\_\_

Requested Format: \_\_\_\_\_ Tee Times \_\_\_\_\_ \* Full Shotgun \_\_\_\_\_ (\*) Min # Required

Notes: \_\_\_\_\_

Golf Outing & Groups Tee Times will be available on Monday – Friday, with limited availability on Saturdays and Sundays. The fees listed below are for 2 players per cart, **SINGLE GOLF CARTS** will be charged an extra **\$20.00** per person. The outing representative must inform the pro shop of golf cart requirements. Fees below include green fees for 18 holes & and a shared golf cart.

### Golf Course Etiquette & Conduct,

All Players must have their golf clubs; they cannot share equipment. All participants, guests, and volunteers must wear collared shirts. Cut-offs, sweats, tee shirts, or jeans are unacceptable. Any patron who exhibits inappropriate behavior and/or causes damage to property or persons will be removed from the facility.

Credit Card & Cash Prices Per Player + Tax	<u>Mon – Fri</u>		<u>Sat- Sun &amp; Holidays</u>	
	<u>Credit Card</u>	<u>Cash/Check</u>	<u>Credit Card</u>	<u>Cash/Check</u>
<u>Tee Times</u>	\$85.00	\$80.00	\$100.00	\$95.00
<u>Full Shotgun Before 8:00 AM / 100 Players Min</u>	\$90.00	\$85.00	N/A	N/A
<u>Full Shotgun After 2:00 PM / 100 Players Min</u>	\$95.00	\$90.00	N/A	N/A

THE RATES LISTED ABOVE INCLUDE GREEN FEES AND GOLF CART FEES "WALKING N/A"

### Optional Additions

Range Balls	Small Bag	\$5.00	Large Bag	\$9.00
Unlimited Range Baskets for Shotgun Event Per Player		\$5.00		
Scoring Fee per player (Cash Only)		\$2.00		\$2.00

## On-Course Contests:

Closest to Pin: No \_\_\_\_\_ Yes \_\_\_\_\_ Holes #4\_\_\_\_ #7\_\_\_\_ #14\_\_\_\_ #16\_\_\_\_

Longest Drive: No \_\_\_\_\_ Yes \_\_\_\_\_ Hole # #2\_\_\_\_ #6\_\_\_\_ #12\_\_\_\_ #15\_\_\_\_

Hole-in-One No \_\_\_\_\_ Yes \_\_\_\_\_ Hole #4\_\_\_\_ #7\_\_\_\_ #14\_\_\_\_ #16\_\_\_\_

You will bring your own contest signs Yes \_\_\_\_\_ No \_\_\_\_\_

You would like Swan Lake to provide the contest signs Yes \_\_\_\_\_ No \_\_\_\_\_

Rental Clubs Requested **TBD** No \_\_\_\_\_ Yes \_\_\_\_\_ Number of sets \_\_\_\_\_ R/H \_\_\_\_\_ L/H \_\_\_\_\_

On-course sponsorship or advertising sign must be dropped off **48 hours** before the event.

## Event Deposit:

A deposit of **\$500.00** for a single event or if you have multiple events then **\$250** per event will be required within 5 days of the mailing date of this contract to secure the agreed-upon date. Your date will be released if your deposit is not received within ten (10) days. Deposits can be by check or credit card. A signed copy of this contract must accompany your deposit. If an applicant for any reason cancels within 10 days of their outing date, they will forfeit their entire deposit. If the outing is canceled before 10 days, you will be allowed to reschedule the outing based on the availability of dates. **If the course is open, we expect you to play.**

## Final Payment:

The final payment for your outing is due 1 hour before your shotgun start or your 1<sup>st</sup> tee time if your event is based on tee times. Final payment may be made in the form of a Credit Card, check, or cash. A credit card number must be on file with Swan Lake Golf Club for all events this payment is for the **whole group** we will **not accept individual payments**. The deposit will be deducted from the final invoice, therefore, rainchecks or gift certs issued to players cannot be used towards the outing payment. Also, no rain checks will be issued to any individual during an outing.

## Number of Players:

Swan Lake guidelines for the minimum & and maximum number of players based on the format

(100) Minimum number of Players to reserve the whole golf course for a full shotgun Max (160)  
starting time TBD Weekdays only – Weekends & Holiday days N/A

(16) Players to reserve a block of tee times – “Full green fees prepayment required” or Outing deposit

Upon signing this contract, you will need to estimate the maximum number of golfers. As the tournament planner, you are responsible for contacting Swan Lake Golf Club if the number of golfers increases or decreases by more than **1 foursome** within 24 hours of the event or if the higher number of players will be final. Please note with a full shotgun if your number of players is less than our minimum number of **100 players** you will be charged the full amount. Also, if you book for 100 players and show up with more players than agreed to there is no guarantee they will be permitted to play or there will be an extra fee

### **(Continued)**

For non-shotgun groups or leagues, if you book tee times for a specific number of players and on the day, you do not have that set amount you will be required to pay the full amount unless you notify the pro shop at 24-hour notice. At that time, you will have the option of blocking the open tee times and paying for them or not paying for them and allowing other golfers to join your group. We want to ensure that all the tee times are sold. **(Letting us know at check-in that you are missing players will not change the overall price)**

### **Cancellation & Player Reduction Policy:**

Shotgun events the final number of players must be guaranteed with Swan Lake Golf Club 24 hours before your outing. The **required deposit is nonrefundable** and will be applied to the final bill

### **Listing of Players:**

A final list of golf pairings broken down into groups of four with **Full Names** must be provided to Swan Lake Golf Club no later than (3) days before your event. Hole assignments will then be established by the Club. Every effort will be made to accommodate pairing changes up to 24 hours before your outing. Additional golfers may still be added after the final listing has been turned into Swan Lake Golf Club provided there is room on the tee sheet extra fees TBD. Please note we do not allow more than 4 players per group

### **Course Closure:**

You will be expected to host your outing at the agreed-upon time unless the course has been closed. In the event of a complete cancellation of your outing due to weather, your deposit will be refunded or applied to a rain date. **No** rain checks will be issued to an outing or league group.

### **Food:**

All food that has been purchased and/or prepared by Swan Lake Caterers, LLC. Will be paid for in full on the day of the outing. To allow for proper planning by the Chef, we require a finalized menu two (2) weeks before your outing. Please keep in mind that our menus are merely suggestions and we would be happy to custom-design your menu to suit your special needs. Please visit their website for more information:

<https://swanlakecaterers.com/eventpackages/>

### **Damage:**

In the event of damage to the golf course or any of Swan Lake Golf Club's property, you, as the tournament coordinator, will be liable for any damages. Every effort will be made by Swan Lake Golf Club staff to assist in determining who did the damage. It is important to drive golf carts responsibly. If you, as the tournament coordinator are concerned about this issue, please contact your insurance agent to see about coverage in the event of damage. The charges for all damage will include but not be limited to parts and labor to restore the damaged property and/or replacement costs.

## **Golf Cart Rental Agreement:**

As the sponsoring organization of a golf outing at Swan Lake Golf Club, you hereby;

(1) Agree to hold harmless, indemnify, and defend Swan Lake Golf Club and its owners and agents from and against any injuries and damages of any kind whatsoever to any person or entity arising out of or in any way resulting from the negligence or reckless use of operation of the subject golf carts;

(2) Agrees to reimburse Swan Lake Golf Club for any such injury or damage to any golf carts;

(3) Agrees not to allow any person not of legal driving status to operate a golf cart. The signature of the tournament coordinator on this contract will comply with the golf cart rental agreement. Swan Lake reserves the right to relieve any golfer of cart privileges if management feels they are being abused.

## **Alcoholic Beverages:**

Swan Lake Golf Club & Swan Lake Catering **prohibits** bringing outside alcohol and coolers onto the Swan Lake Golf Club's premises. All such alcohol & and coolers will be confiscated. Alcohol will be sold by Swan Lake Catering only in the Clubhouse. Intoxication: While your enjoyment of the day is important to us, so too is your safety. Please be aware that Swan Lake Catering takes the responsibility of its liquor license seriously and reserves the right to stop serving any guest(s) at its discretion.

## **Speed of Play:**

Swan Lake Golf Club asks all its patrons to adhere to the USGA golf rules and reasonable pace of play for the enjoyment of all its guests. Attire and Equipment: All players are expected to wear appropriate golf attire including collared shirts while on the property. Each player must have his/her own set of golf clubs. Swan Lake Golf Club has a limited supply of rental clubs, and they must be reserved one (1) week before your outing. As the Tournament Coordinator/Representative, you agree to comply with Swan Lake Golf Club's policies and inform all your participants to comply with them.

By initialing and signing, I am (we are) agreeing that I (we) have read and understood the above terms and conditions and will ensure all participants abide by them. The contract will not be accepted without a deposit and signature. **Please note this contract is not valid unless signed.**

Event Representative: \_\_\_\_\_

Deposit Date: \_\_\_\_\_ Form of Payment: Cash \_\_\_\_\_ CC \_\_\_\_\_ CK \_\_\_\_\_

Credit Card Information: \_\_\_\_\_ Exp \_\_\_\_\_ CC \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Representative Signature \_\_\_\_\_

This Agreement constitutes the entire Agreement and understanding between the parties to this Agreement and supersedes all prior discussions negotiations and understandings between the parties whether oral or written, expressed or implied.

**Additional acceptance is required please initial each Line as an acknowledgment of our policies**

1. No Coolers or outside Alcohol are allowed on the golf course \_\_\_\_\_
2. Our group knows the dress code policy for all players, volunteers, etc. \_\_\_\_\_
3. Final payment for the event is **one single payment** \_\_\_\_\_
4. Rain Checks & Gift Certs cannot be used towards the payment \_\_\_\_\_
5. Rain checks will not be issued to any golfer in this outing \_\_\_\_\_
6. I understand that all players must take a golf cart “No walking” \_\_\_\_\_
7. If any damage is done to the golf course or golf carts due to anyone playing in our group. Our groups will guarantee payment for all damages \_\_\_\_\_

Thank you for your interest in hosting your event at Swan Lake Golf Club. Please email or fax this agreement back to me or contact me if you have any further questions



**Peter Cowan**

PGA General Manager- Director of Golf

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