

SUFFOLK COUNTY DEPARTMENT OF PARKS GOLF OUTING APPLICATION

GOLF COURSE APPLIED FOR:

<p>Monday West Sayville P.O. Box 144, W. Sayville, NY 11796 Phone: (631) 567-1704</p>	<p>Thursday Timber Point 150 Great River Rd. Great River, NY 11739 Phone: (631) 581-2401</p>	<p>Monday Indian Island 661 Riverside Dr. Riverhead, NY 11931 Phone: (631) 727-7776</p>	<p>Monday Bergen Point 69 Bergen Ave. W. Babylon, NY 11704 (631) 661-8282</p>
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Outing date: _____
 Start Time: _____ Finish Time: _____ (all players must exit course by this time or lose damage deposit)
 Shotgun: _____ or Consecutive Tee Off: _____ (To be determined by golf professional pending player totals)
 Required player totals: Minimum: _____ Maximum: _____ No. of Suffolk County Residents: _____ %
 Name of organization / group: _____
 Name of applicant: _____ email: _____
 Applicant address: _____
 Phone numbers: Cell: _____ Work: _____ Fax: _____

OUTING PROCEDURES:

- A. Application Deadline, Available Dates and Player Totals:**
 Application must be submitted to the golf professional at least fourteen (14) days in advance, (ninety (90) days suggested), and no earlier than one year prior to the date of the Outing. No application will be accepted for holidays which fall on Monday.
- B. Outing Fees** (All fees are for one round of golf only):
 Includes the following minimum charges per player:
Greens Fee: \$ 33.00
Golf Cart Fee: \$ 16.00, (includes _____ golf carts)
 Additional Golf Cart Fee: \$ _____ For outings needing more than the contracted number of carts, additional carts are leased for the day with a minimum rental of 12 golf carts, and in multiples of delivery trailer size, (usually 12 – 20 – 24 or 30). Golf carts are mandatory for all outing participants. There is a charge for volunteers needing golf carts. Account for volunteers in your total cart figures.
Pro Shop Services Fee: \$ _____. There is a required \$10.00 minimum charge per player for pro shop merchandise, \$ _____ charge per player for the driving range (maximum amount \$5.00), and \$1.00 Optional scoring fee per player.
Food Concessionaire Fee: \$ 12.00, There is a required \$12.00 minimum charge per player for food service which is applied to your catering requirements for the day. Arrange directly with the golf course food concessionaire.
- C. Golf Outing Fees and Deposits – Fees payable upon submission of this application.**

Suffolk County Deposit Fee: – towards greens fees.	\$200.00	Payable to: SC Treasurer	Check #: _____
Application Fee & Pro Shop Services Deposit Fee: \$62.00 for application fee ; \$125.00 for pro shop services fee.	\$187.00	Payable to: _____	Check #: _____
Food Concessionaire Fee Deposit: - towards all food charges.	\$125.00	Payable to: _____	Check #: _____

- D. Additional Payments – No later than fourteen (14) days in advance of the outing, under penalty of forfeiting the reservation date, all outing payments are due, including the greens and golf cart fees, pro shop services and concessionaire charges. In addition, a \$250.00 damage deposit fee is due at this time.**

All taxes will apply to bill unless ST-119 Tax form is submitted prior to paying. If paying by check, name on check must match exempt organization name on form.

	Pro Deposit	Pro App Fee	Co Deposit	Food Dep	Outing Carts-Tokens-Scoring-Mdse	Fairway Carts	Damage Deposit	Totals
Payment – (Cash – Check #: or Charge)								
Batch #								
Work Order #:								
Transaction #:								
Totals								

Additional Comments: _____

Upon signature applicant agrees that he/she has read the above, as well as all rules and regulations as listed on the next page.

SIGNATURE OF APPLICANT: _____ DATE: _____
 SIGNATURE OF GOLF PROFESSIONAL: _____ DATE: _____
 SIGNATURE OF FOOD CONCESSIONAIRE: _____ DATE: _____

GOLF OUTING APPLICATION RULES AND REGULATIONS

1. **Deposit Fees:** All Outing Deposit fees are non-returnable and non-refundable except in the event that the County has closed the course. Rain dates rescheduled based on golf course availability.
2. **Cancellation Policy:** All Cancellations must be made in writing no less than sixty (60) days prior to the scheduled outing.
3. **Guarantee Minimum:** If less than _____ players participate in the golf outing, the golf professional reserves the right to change the golf outing to a consecutive tee-time format and/or open up the golf course to the general public, or reschedule the date of the golf outing.
4. **Shotgun Outings** must have a minimum of _____ players and must tee off promptly at scheduled time, weather permitting. In the event of two (2) shotgun outings are scheduled in the same day, the second outing will tee off at 2:00 PM. Upon request, the golf professional may consider and approve smaller outings.
5. The County reserves the right to close any course at its discretion.
6. The County of Suffolk is not responsible for any agreements or arrangements made with the golf professional or the food concessionaire.
7. All catering must be by Suffolk County golf course food concessionaire only.
8. **Alcoholic beverages are prohibited from the golf courses except when purchased from the on-site catering/restaurant concessionaire. Absolutely no individual coolers and containers of alcoholic beverages are allowed.**
9. Advertising Policy - All outing signage (including size and type of advertising) must be pre-approved by the Parks Department's Community Relations Director and can only be placed in designated areas which are specified by the Golf Professional.
10. The County Dress Code policy will be in effect:
 - Men - Collared or mock shirts must be worn at all times. No tee shirts or tank tops of any kind
 - Women - Proper attire (no tee shirts, tank tops or halter tops.)
 - Non-penetrating metal spikes required at all County courses, such as softspikes, sneakers, rubber soled shoes, etc, and must be worn at all times. No bare feet permitted.
 - Shorts are permitted, must be hemmed walking type or Bermuda only. No "Short Shorts".
 - Jeans are permitted, Must be in clean and acceptable condition.
11. Please observe all proper golf etiquette governing golf play and respect the rights of your fellow golfer. We ask that you assist us by repairing your ball marks, replacing divots, and raking sand traps after use. Golf carts must be kept at least 40 feet from greens area.
12. All players are subject to normal rules and regulations of play, including general rules as listed on player scorecards.

FOOD CONCESSIONAIRE GOLF OUTING REQUIREMENTS

1. Outing representative must contract with the food concessionaire at the time outing application is completed. A \$125.00 deposit payable to the food concessionaire is due at that time. (See deposits, page 1)
2. \$12.00 minimum charge per player for food service or higher, pending final food package agreed upon. Food and beverage packages at various price ranges are offered.
3. Applicant must pay concessionaire for same amount of golfers as contracted with pro shop (minimally). For example, a outing with seventy-two (72) players must pay a minimum seventy-two (72) person food service charge.
4. No donations of food or beverage are allowed during the golf outing (i.e. cases of beer, baskets of cheer, soda or heroes). Any such donations may be raffled off at dinner/awards ceremony.

FOOD CONCESSIONAIRE PHONE NUMBERS

West Sayville
Lessings
631-589-0022

Timber Point
Lessings
631-581-0022

Indian Island
Outerbanks Restaurant
631-873-4123

Bergen Point
Gemelli Fine Foods
631-661-1525