



This guide is designed for you to have the organizational tools you will require to successfully plan and execute your golf outing. In this package you will find services provided by Tekoa for your tournament, menu options and pricing. Keeping in mind that we are flexible and will work with you to accommodate your special needs. Our ultimate goal is to provide you and your guests a fun filled day of golf all while enjoying the delicious menu items our culinary staff prepares.

***Package Golf Outing Fees Include the Following***

- 18 Hole Green & Cart Fee
- Player Registration Area with tables and chairs
- Skill Competition Markers ( long drive, closest to the pin, etc)
- Customized Cart Signs and Scorecards
- Tournament scoring with results sheet
- Display of all sponsor banners and tee signs (supplied by outing)
- Pre - Outing welcome, announcements and event instructions
- Additional Food Options can be added to golf packages accordingly
- Discounted Logo/Tee prizes
- Hole In One Contests and Insurance available
- Podium with Microphone for Prizes and Raffles
- Refreshment/Beverage cart by request (80 Golfers minimum and weather permitting)
- Dinner only charge for those attending but not playing golf
- All Charges are subject to state and local sales and meals taxes, unless we are provided with a tax exempt certificate
- A guaranteed head count for food and extra carts if necessary must be submitted 7 days in advance
- When submitting your head count for food please notify us if any of your guests have food allergies so that we can plan accordingly
- *Golf Carts* - Tekoa CC is able to provide carts for 120 golfers (2 riders per cart) The cost of carts needed to be rented for additional golfers will be charged to the tournament accordingly. State guidelines allow for 2 riders per cart. If you would like a cart to yourself, there will be an additional charge - \$5.00 for 18 holes - members included.
- **Coolers are Not Permitted on the Course - All food and beverages must be purchased and consumed on premises.**

## ***What to expect the day of your Golf Event:***

***Coordinators and Volunteers-*** Your Coordinators and Volunteers should plan to arrive at Tekoa CC 2 hours prior to the scheduled start of your outing. This will give you ample time to organize your registration area.

***Registration-*** Tekoa CC will provide 2- 8 foot tables for registration of your guests and any handouts or gifts that you may have. Registration is typically done in front of the first and tenth tees. If you feel you will need a tent of sorts - please plan accordingly.

***Guests-*** Participants should be notified that they should arrive at least half an hour prior to start of event and that registration ends 15 minutes prior to start of the event. If you are providing a lunch package prior to start, then timing of arrival should be within an hour and a half before outing starts, as this is the length of time that food will be available.

***Dress Code-*** Proper dress is required at all times everywhere on the golf course. It is the tournament coordinator's responsibility to deal with any golfer dressed in inappropriate golf attire.

***Tee Signs and Sponsor Signs-*** Tekoa CC will place your tee signs, hole-in-one signs, and sponsor signs for your outing on the golf course provided we have them at least 1 day prior to your outing date. After your outing, your signs will be collected and ready for pick up the following day. We will hold them for no longer than 7 days. If the signs are not picked up within the 7 days, they will be discarded.

***Golf Cart Staging-*** All golf carts will be outfitted with scorecard, pencil, and cart placard that includes the outing name, player names, start time, and starting hole. For Shotgun starts, all carts will be arranged in rows. Carts will not be available before the outing to take to the parking lot to load up your bags.

***Starting your Event-*** A Tekoa CC staff member will give your group a warm welcome and go over the outing format, rules of play, and other instructions for the day. Tekoa CC staff will then send your guests to their respective starting holes for the commencement of play.

***Pace of Play -*** A Typical round of golf should not take more than 4.5 hours to complete. However, larger outings with multiple groups on a tee the pace of play can be compromised. Tekoa CC will have staff roaming the course to encourage foursomes to keep up with the group ahead of them.

**Scoreboard-** Tekoa CC staff will have a scoreboard set up and will post scores as players complete their rounds and provide a results sheet.

**Food and Beverage -** The food and beverage service selection can be as simple or as elaborate as you wish. Tekoa CC's outing menu has selections that will satisfy all of your guests. Services available include:

- Continental Breakfast
- Lunch and/or dinner buffet
- Boxed Lunches
- Cocktails and Appetizers

The most important factor with regard to the Food and Beverage aspect of your event is advanced planning. Lunch Buffets will begin 1.5 hours before the golf outing is scheduled to begin and end when the outing starts. Please make sure that you make your guests aware, especially those that may be late. Dinner buffets will open 30 minutes after the first foursome finishes and will remain open for 1.5 hours. Your final guest count for food, including volunteers and dinner only guests is due 7 days prior to the outing. This count is what you will be billed for the day of the outing, regardless if you have no shows.

**Donated Food/Alcohol Goods-** All food and beverage must be purchased from Tekoa CC. Due to Massachusetts's Liquor Law regulations NO alcohol or coolers are allowed on the golf course unless purchased from Tekoa CC/or beverage cart service. Any violation will lead to immediate removal from the golf course with no refund. If you are having a raffle that includes alcohol, please notify your guests that on site consumption is not allowed. Tekoa CC reserves the right to limit the amount of alcoholic beverages served to any guest.

### ***Golf Outing Terms and Conditions:***

- This Golf Outing Contract must be signed, dated, and returned with a \$250.00 non-refundable deposit to formally secure the requested outing date. This deposit will be applied to your final bill and can be paid with cash, check, or credit card. If paying by credit card a 3% service charge will be applied. Checks can be made payable to “Tekoa Country Club”. Full payment balance must be paid on the day of the outing.
- The Final Guarantee for all golfers and dinners, including all outing volunteers and guests, is due 7 days prior to the outing date. The guaranteed number is not subject to reduction, however if you obtain additional golfers or dinner only guests we can add to the count and you will be charged accordingly. Groups arriving with fewer than the guaranteed number of golfers and diners will still be charged for the final guaranteed number. A list of golfer foursomes must be submitted 2 days prior to the outing so that we can make up cart signs, etc.

### ***Golf Outing Rules and Regulations***

- Golf cart operators must possess a valid driver’s license. State guidelines allow for two riders per cart. If a player wants their own cart and only if extra carts are available , there will be an additional charge of \$5.00 per cart (first come/first serve).
- Golf cart rules can change due to daily weather conditions and time of year; cart policies for each day will be announced to the players (i.e cart paths only).
- All players must be registered and in their carts 15 minutes prior to start of play.
- Course etiquette. Repair ball marks, replace divots, and rake all bunkers as a courtesy to the next player.
- Inclement Weather Policy- If the golf course is officially closed , the outing may be rescheduled. Except in the case of widespread extremely inclement weather, your guests should come to the golf course. Prior to the start of play, our golf course superintendent and/or head golf professional will determine the playability of the golf course. If the golf course is deemed to be playable, your event will be played. It is difficult to reschedule a golf outing, especially if there is food involved. Food will have been ordered, delivered, and be in the preparation phase before your guests arrive. We will make every effort to reach a fair determination of how to proceed should weather affect your outing. Please note that the course at Tekoa CC has superb drainage and is often playable when others in the area are not.

***Cancellation Policy: In the event we cancel an outing,***

- The initial deposit is non-refundable.
- Full payment is due Tekoa CC for the total guaranteed golf and food commitments as stated in this agreement if cancelled less than one week prior to the outing.
- Full payment for all items ordered or reserved by Tekoa CC for your outing.
- Should it be necessary for Tekoa CC to engage an attorney to collect or otherwise enforce the provisions of this contract, the customer agrees to pay all attorney's fees and expenses.
- ***Force Majeure*** - Tekoa CC will not be liable for delays, damages or failures in performance due to events of force majeure (causes beyond our reasonable control), including, but not limited to, acts of a governmental body, acts of God, acts of third parties, fires, floods, strikes or other labor related disputes, an inability to obtain necessary equipment or services, the severing of off-site communication lines by a third party, or other events of force majeure. Either party may cancel this Agreement, with written notice to the other, without liability as a result of acts of God, over which neither party has control, government regulation, terrorism, disaster, strikes, civil disorders, unavailability of transportation facilities consistent with those in existence at the time of contract, or any other factors over which neither party has control, making it impossible or illegal to conduct the program consistent with those conditions that existed at the time the contract was executed. The parties may, however, agree to go forward on such terms and conditions that may be re-negotiated.



**Outing Event Checklist**

Outing Name \_\_\_\_\_ Outing Date \_\_\_\_\_

Outing Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Number of Golfers \_\_\_\_\_ Count due by \_\_\_\_\_

Number of Golfers and Others Eating \_\_\_\_\_ Count due by \_\_\_\_\_

Menu

Food/Golf Package /Additional Food Options  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food Allergies of any guests? Yes / No If yes, what \_\_\_\_\_

Beer Cart Yes / No Keg Yes/No

Additional Notes and Comments

\_\_\_\_\_

Initial \_\_\_\_\_



**Tekoa Country Club Outing Contract**

Name of Outing\_\_\_\_\_

Outing Date\_\_\_\_\_Start Time\_\_\_\_\_Tee/Shotgun(circle)

Contact Name\_\_\_\_\_Phone\_\_\_\_\_

Number of Guests\_\_\_\_\_Guaranteed Number 7 days prior to event\_\_\_\_\_

Price per Person\_\_\_\_\_Golfers\_\_\_\_\_Food Only\_\_\_\_\_

Non refundable Deposit amount of \$250 paid on\_\_\_\_\_

**Tournament Breakdown**

Longest Drive Women      yes   no      Hole(s)\_\_\_\_\_

Longest Drive Men      yes   no      Hole(s)\_\_\_\_\_

Closest to the Pin Women      yes   no      Hole #3, #16 (circle)

Closest to the Pin Men      yes   no      Hole #3, #16 (circle)

Closest to the Line      yes   no      Hole #9 Men and Women

Registration Table(s)      yes   no

initials\_\_\_\_\_

**Signed Agreement**

The Outing Chairperson will be responsible for all players conduct and any damage to the golf course or golf carts. Tekoa Country Club reserves the right to inspect and control all Golf Outings. Liability for damage to the premises will be charged accordingly. Tekoa Country Club will not assume responsibility for injuries or for damages to personal property and equipment brought onto the premises.

**Name of Outing** \_\_\_\_\_ **Date** \_\_\_\_\_

**SIGNATURE OUTING Chairperson** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email** \_\_\_\_\_

**SIGNATURE of TEKOA COUNTRY CLUB REPRESENTATIVE**

\_\_\_\_\_ **DATE** \_\_\_\_\_

**If you have any questions regarding your outing or this contract please contact us at 413-568-1064 or by email at [tekoacc20@gmail.com](mailto:tekoacc20@gmail.com) We will be happy to assist you and we are looking forward to working with you towards a successful Golf Event.**

**Tekoa Country Club 459 Russell Road Westfield MA 01085**

**Tournament Menus**



## Dinner Buffet Packages-Served late afternoon or evening

- Augusta Package (\$84.00) (Prime Rib only \$79)
  - \*Prime Rib(Carving Station), Chicken Francaise or Marsala
  - \*Oven Roasted Red Bliss Potatoes **OR** Mashed Potatoes
  - \*Pasta with Marinara
  - \*Seasonal Vegetable Medley
  - \*Fresh Garden Salad with Ranch and Italian Dressing
  - \*Signature Breadsticks
  
- Par Package (\$76.00)
  - \*Sliced Roast Beef or Sliced Roast Pork with Mushroom Demi Glaze
  - \*Chicken Francaise or Marsala
  - \*Oven Roasted Red Bliss Potatoes **OR** Mashed Potatoes
  - \*Pasta with Marinara
  - \*Seasonal Vegetable Medley
  - \*Fresh Garden Salad with Ranch and Italian Dressing
  - \*Signature Breadsticks
  
- Sawgrass Package (\$72.00)
  - \*Chicken Francaise or Marsala
  - \*Oven Roasted **OR** Mashed Potatoes
  - \*Pasta Marinara
  - \*Seasonal Vegetable Medley
  - \*Fresh Garden Salad with Ranch and Italian Dressing
  - \*Signature Breadsticks
  
- The Southern BBQ \$72.00
  - \*Pulled Pork
  - \*BBQ Chicken
  - \*Rolls
  - \*Coleslaw
  - \*Baked Beans
  - \*Mac & Cheese
  - \*Potato Salad
  - \*Corn on the Cob
  - \*Corn Bread
  
- Mulligan Package (\$69.00)
  - \*Pasta Bolognese and Marinara
  - \*Italian Meatballs
  - \*Italian Baked Chicken
  - \*Fresh Garden Salad with Ranch and Italian Dressing
  - \*Signature Breadsticks

- The Cookout (\$69.00)
  - \*Hamburgs, HotDog, Grilled Chicken
  - \*American, Cheddar and Swiss Cheese
  - \*Lettuce, Tomato, Onions and Pickles
  - \*Fried Onions and Sauteed Mushrooms
  - \*Potato and Pasta Salad
  - \*Chips

- The Deli (\$69.00)
  - \*Sliced Ham, Turkey and Roast Beef
  - \*American, Cheddar and Swiss Cheese
  - \*Lettuce, Tomato, Onions and Pickles
  - \*Rolls and Assorted Breads
  - \*Tuna Salad
  - \*Potato and Pasta Salad
  - \*Chips

**There will be an additional charge for :**

- \*Coffee Station - \$36.00/airpot
- \*Dinners Plated - \$5.00
- \*Soup \$3.00 or Chowder/ Chili \$4.00
- \*Chocolate or Vanilla Sheet Cake \$2.00 per person

## **ADD LUNCH TO ANY PACKAGE**

### **Basic \$9.00**

- \*Choice of Hamburger, Cheeseburger or Dog
- \*Chips
- \*Fountain Soda

### **BBQ Lunch \$10.00**

- \*Pulled Pork on Roll with Coleslaw
- \*Chips
- \*Fountain Soda

### **Deluxe Burger and Dog Buffet-1.5 Hours-food ends when tournament starts \$14.00**

- \*Unlimited Burgers and Dogs
- \*American , Cheddar and Swiss Cheese
- \*Lettuce, Tomato, Onions and Pickles
- \*Potato or Pasta Salad
- \*Chips

### **Deluxe Deli Buffet - 1.5 Hours - Food ends when tournament starts \$15.00**

- \*Sliced Ham, Turkey and Salami
- \*American, Cheddar and Swiss Cheese
- \*Lettuce, Tomato, Onion and Pickles
- \*Assorted Rolls and Breads
- \*Potato or Pasta Salad
- \*Chips

### **BBQ Lunch Buffet - 1.5 Hours-food ends when tournament starts \$16.00**

- \*Pulled Pork
- \*BBQ Chicken
- \*Coleslaw
- \*Baked Beans
- \*Potato Salad

### **Boxed Lunch \$14.00**

- \*Ham or Turkey Sandwich with cheese
  - \*Vegetarian Wrap available by request
- \*Lettuce and Tomato
- \*Mayonnaise and Mustard Packets
- \*Chips
- \*Cookie
- \*Bottled Water

**All lunch buffets will begin 1 .5 Hours before the golf tournament is scheduled to begin and it will end when the tournament starts.**

### **MORNING STARTERS**

- \*Coffee and Tea - \$36.00 per airpot (serves approx 12 ppl)
  - \*Assorted Donuts - \$18.00 per dozen
  - \*Assorted Muffins - \$24.00 per dozen
- \*\*Donuts and Muffins are sold by the dozen only

### **Alcohol**

- Drink Tickets can be added to any package- 2 tickets for \$4.00 per person good at 19th hole Bar or Beer Cart. 1 ticket for water, soda, gatorade or 2 tickets for Beer (not good for mixed drinks)
- Kegs of Beer are available for purchase as well

### **Cocktail Hour Possibilities:**

- \*Seasonal Fruit Tray (\$3.00 per person)
- \*Cheese and Crackers (\$3.00 per person)
- \*Vegetable Tray (\$2.50 per person)

\*Hot Hors d'oeuvres- Price based on 50 pieces

Option 1 \$85.00

- \*Franks in a Blanket
- \*Buffalo Chicken Bites
- \*Chicken Wings
- \*Cocktail Meatballs (100)

Option 2 \$110.00

- \*Teriyaki Beef Skewers
- \*Bruschetta
- \*Spanakopita
- \*Sesame Chicken

Option 3 \$135

- \*Teriyaki Beef Skewers
- \*Scallops Wrapped in Bacon
- \*Coconut Shrimp
- \*Vegetable Egg Rolls
- \*Beef Tenderloin Canapes
- \*Mini Crab Cakes