



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. However, we are flexible and will work with you to accommodate your 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 team prepares.

Package Golf Outing Fees Include the Following:

- 18 Hole Green & Cart Fee
- Player Registration Area with Tables and Chairs
- Skill Competition Markers (*Longest Drive, Closest to the pin, etc*)
- Customized Cart Signs and Scorecards
- Tournament Scoring with a Results Sheet
- Display of Sponsor Banners and tee Signs (*Must be Supplied by the Client*)
- Pre - Outing Welcome, Announcements and Event Instructions
- Discounted Logo & Tee Prizes
- Hole-In-One Contests and Insurance Available (*if Needed*)
- Podium & Microphone for Prizes and Raffles
- Beverage Cart by Request (*80 Golfer Minimum and Weather Permitting*)
- Standard Linens & Napkins
- Tekoa Country Club Centerpieces & Table Numbers (*Small Glass Fishbowl Vase with a Bead Filler*)

Expectations for Golf Outing:

- **Coordinators and Volunteers:** Your Coordinators and Volunteers should plan to arrive at Tekoa Country Club 2 hours prior to the scheduled start of your outing. This will give you ample time to organize your registration area.
- **Registration:** Tekoa Country Club will provide 2 8' tables for registration 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 roughly 30 minutes to an hour prior to the start of the event. Please note: Registration ends 15 minutes prior to the start of the event.
- **Dress Code:** Proper dress is required everywhere and at all times 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 Country Club 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 place card 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 Country Club 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 Country Club 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 5 hours to complete. However, larger outings with multiple groups on a tee can compromise the pace of play. Tekoa Country Club will have staff roaming the course to encourage players to keep up with the group ahead of them.
- **Scoreboard:** Tekoa Country Club staff will have a scoreboard set up and will post scores as players complete their rounds and provide results.

Food and Beverage Logistics:

- The food and beverage service selection can be as simple or as elaborate as you wish. Tekoa Country Club's outing menu has selections that will satisfy all of your guests. Services available include:
 - Continental Breakfast
 - Lunch Menu Options
 - Hors D'Oeuvres
 - Dinner Buffet Options
- Guests not playing golf will only be charged for dinner.
- A final players and guest count is required 7 days in advance.
- All food allergies need to be communicated 7 days in advance to ensure we can accommodate those needs - if they are not communicated, we cannot guarantee our ability to provide them a meal.

Terms and Conditions:

- A **NON-REFUNDABLE** deposit of **\$500.00** is due upon acceptance of this agreement. Deposit is to be applied to the total price of the event. The first payment related to this event is considered a retainer, and therefore not refundable upon cancellation or termination of this contract.

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- In the case that the event is canceled **120 days or less** prior to the event's date, the customer agrees to pay **50%** of the final bill that is agreed upon. **Prices cannot be guaranteed for more than 90 days due to possible market fluctuations.** Charges will not exceed 10% annually. Please note that in the event of a shortage or price fluctuation Tekoa has the right to substitute menu items.
- All listed prices do not include Massachusetts State Meal Tax of **6.25%** and Westfield Food & Beverage Tax of **0.75%** but all events are subject to these charges and they will be applied to all services.
- Payments made with credit cards are subject to a 3% service fee.
- Alcohol Beverage Control laws require that all beverages be purchased from Tekoa Country Club. Beverages **cannot** be brought into the Club or removed from the premises. The club reserves the right to confiscate any alcohol brought on the premises. The Club also reserves the right to limit the amount of alcoholic beverages served to any guest and furthermore reserves the right to refuse to serve alcoholic beverages to any person in attendance at an event. If you are having a raffle that includes alcohol, please notify your guests that on site consumption is not allowed. Tekoa Country Club reserves the right to limit the amount of alcoholic beverages served to any guest.
- The guaranteed number of guests to be served is required **7 days** before your Event. A list of golfer foursomes must be submitted 2 days prior to the outing so that we can make up cart signs, etc.
- Customer agrees to pay for additional guests at the price listed on the contract. Should the customer reschedule the booked date, a new contract will be drawn and the stated rates may be subject to change.
- Tekoa Country Club is able to provide carts for 120 golfers (2 riders per cart). If rented carts are required, an additional \$3/pp will be applied to cover the cost of the rented carts. State guidelines allow for 2 riders per cart. If a player wants their own cart, there will be an additional charge of \$5.00 per cart (first come/first serve).
- It is also agreed that the organization and/or person(s) making the arrangements for this function are responsible for all damage to the furniture, fixtures, equipment, or premises. Charges will be based on actual costs.
- Please note that the use of confetti or glitter is not permitted. **In the event that confetti or glitter are used for decorative purposes, a cleaning fee of \$350.00 will be applied.**
- Should it be necessary for Tekoa Country Club, Inc., 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.



- Note that Tekoa Country Club, Inc. is not responsible for conditions outside of its control, including weather, acts of Mother Nature, and any other event involving outside occurrences that may impact upon Tekoa Country Club.

Golf Outing Rules and Regulations:

- Golf cart operators must possess a valid driver's license. State guidelines allow for two riders per cart.
- 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 the start of play.
- Course etiquette:
 - Repair Ball Markers
 - Replace Divots
 - Rake all Bunkers as a Courtesy to the Next Player.
- Inclement Weather Policy: If the golf course is closed due to weather, the outing may be rescheduled. 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 Country Club has superb drainage and is often playable when others in the area are not.)*
- Tekoa Country Club 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 part, 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.



Golf Outing Event Contract & Checklist

Outing Name: _____ Outing Date: _____

Start Time: _____ Single Tee / Double Tee / Shotgun (*circle*)

Contact Name: _____ Phone: _____

Email: _____

Number of Golfers: _____

Number of Golfers & Others Eating _____ Count due by: _____

Breakfast Package Selected: _____

Lunch Package Selected: _____

Lunch Prior to the Start of the Outing / Lunch as Golfers Make the Turn (*circle*)

Dinner Package Selected: _____

Price per Person - Golfers: _____ / Food Only: _____ (*Not including Tax*)

Food Allergies: Yes / No (*circle*) If yes, what: _____

Beer Cart: Yes / No (*circle*) Kegs: Yes / No (*circle*) Specifics: _____

The non-Refundable Deposit of \$500.00 was paid on _____ with _____ method of payment.

Longest Drive (Women): Yes / No (*circle*) Hole(s): _____



Longest Drive (Men): Yes / No (*circle*) Hole(s): _____

Closest to the Pin (Women): Yes / No (*circle*) Hole: #3 / #16 (*circle*)

Closest to the Pin (Men): Yes / No (*circle*) Hole: #3 / #16 (*circle*)

Closest to the Line: Yes / No (*circle*) Hole: #9

Outside Registration Table (s): Yes / No (*circle*)

Inside Registration Table (s): Yes / No (*circle*)

Raffle Table (s): Yes / No (*circle*) How Many: _____

Linen Color: Black / White / Ivory (*circle*) Napkin Color: _____

Centerpieces: Providing Our Own / Using Tekoa Country Club's (*circle*)

Client Signature: _____

Client Name Printed: _____

Date: _____

Signature of Tekoa Country Club Representative: _____

Date: _____

Food & Beverage Menus

Continental Breakfast Options:

- Coffee and Tea - \$36.00 per Airpot (*Serves Approximately 12 People*)
- Assorted Donuts - \$18.00 per dozen (*Only available by dozen*)
- Assorted Muffins - \$24.00 per dozen (*Only available by dozen*)

Lunch Menu Options:

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Lunch can be made available either 1 hour before the start of an outing (staying out for 1.5 hours in total) or can be made available as people make the turn and continue golfing (roughly 2.5 hours)

- Basic - \$9.00/pp
 - Choice of Hamburger, Cheeseburger, or Hotdog
 - Chips
 - Fountain Soda
- BBQ Lunch - \$10.00/pp
 - Pulled Pork on a Roll with Coleslaw
 - Chips
 - Fountain Soda
- Deluxe Burger & Hotdog Buffet - \$14.00/pp
 - Unlimited Hamburgers and Hotdogs
 - Assorted Condiments: American/Swiss Cheese, Lettuce, Tomato, Onions, Pickles, Mayo, Mustard, and Ketchup
 - Potato **OR** Pasta Salad
 - Chips
- Deluxe Deli Buffet - \$15.00/pp
 - Sliced, Ham, Turkey, Roast Beef, and Salami
 - American & Swiss Cheese
 - Lettuce, Tomato, Onion, and Pickles
 - Assorted Rolls
 - Potato **OR** Pasta Salad
 - Chips
- BBQ Buffet:
 - Pulled Pork
 - BBQ Chicken
 - Coleslaw
 - Baked Beans
 - Potato Salad
- Boxed Lunch:
 - Ham or Turkey Wrap with American Cheese, Lettuce, and Tomato
 - Vegetarian Wraps Available by Request ONLY
 - Mayonnaise & Mustard Packets Available
 - Chips
 - Cookie
 - Bottle Water

All Prices Listed Do Not Include Sales & Meal Tax



Dinner Buffet Options:

Dinner buffets will open 30 minutes after the first foursome finishes and will remain open for 1.5 hours.

- Augusta Package - \$79.00/pp
 - Chicken Francaise **OR** Chicken Marsala
 - Oven Roasted Red Bliss Potatoes **OR** Traditional Mashed Potatoes
 - Penne Pasta with Marinara
 - Seasonal Vegetable Medley
 - Fresh Garden Salad with Buttermilk Ranch and Zesty Italian Dressing
 - Signature Breadsticks
 - Upgrade: Prime Rib of Beef Carving Station - \$5.00/pp
- Par Package - \$76.00/pp
 - Sliced Roast Beef with a Mushroom Demi Glaze **OR** Sliced Roast Pork with a Merlot Demi Glaze
 - Chicken Francaise **OR** Chicken Marsala
 - Oven Roasted Red Bliss Potatoes **OR** Traditional Mashed Potatoes
 - Penne Pasta with Marinara
 - Seasonal Vegetable Medley
 - Fresh Garden Salad with Buttermilk Ranch and Zesty Italian Dressing
 - Signature Breadsticks
- Sawgrass Package - \$72.00/pp
 - Chicken Francaise **OR** Chicken Marsala
 - Oven Roasted Red Bliss Potatoes **OR** Traditional Mashed Potatoes
 - Penne Pasta with Marinara
 - Seasonal Vegetable Medley
 - Fresh Garden Salad with Buttermilk Ranch and Zesty Italian Dressing
 - Signature Breadsticks
- The Southern BBQ - \$74.00/pp
 - Pulled Pork
 - BBQ Chicken
 - Cornbread Rolls
 - Coleslaw
 - Baked Beans
 - Mac & Cheese
 - Corn
- Mulligan Package - \$70.00
 - Penne Pasta with Marinara
 - Italian Meatballs with Marinara
 - Italian Baked Chicken
 - Fresh Garden Salad with Ranch and Italian Dressing
 - Signature Breadsticks

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- The Deli - \$69.00
 - Sliced Ham, Turkey, Roast Beef, and Salami
 - American and Swiss Cheese
 - Lettuce, Tomato, Onions, and Pickles
 - Assorted Rolls
 - Potato and Pasta Salad
 - Chips

Dinner Upgrades Available:

- Coffee Station - \$36.00/airpot
- Plated Meals - \$5.00/pp
- Soup - \$3.00/pp
 - Options: Beef & Barley, Italian Wedding Soup, Chicken Noodle Soup, or Roasted Vegetable Gazpacho (Served Cold)
- Chowder **OR** Chili - \$4.00/pp
 - Options: New England Clam Chowder or Traditional Chili
- Chocolate **OR** Vanilla Sheet Cake - \$3.00/pp
- Assorted Cookies & Brownies - \$4.50/pp

Beverage Service Options:

- Drink Tickets
 - 2 Tickets - \$5.00/pp
 - Good in the 19th Hole & at the Beer Cart
 - 1 Ticket for Water, Soda, or Gatorade
 - 2 Tickets for Domestic or Import Beer
 - Cannot be used to purchase mixed drinks or shots!
- Domestic or Import Kegs of Beer are Available for Purchase
 - Pricing Available by Request Only
 - Kegs can be set up on the Golf Course **OR** on the Deck for *(Self Service Only)*

Cocktail Hour Upgrades Available:

- Seasonal Fruit Display - \$4.00/pp
- Cheese and Crackers - \$3.50/pp
- Assorted Vegetables & Dip - \$3.75/pp
- Butler Style Hors D'Oeuvres *(Can be Purchased in Groupings of 25, 50, or 100):*
 - \$1.50/per Piece:
 - Swedish or Italian Meatballs
 - Barbeque Kielbasa
 - Beef Canapes
 - Sausage Stuffed Mushroom Caps
 - Three Cheese Risotto Bites with Marinara

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- Vegetable Spring Rolls with Sweet & Sour Sauce
- Antipasto Skewers
- Bruschetta on a Baguette
- Mozzarella Sticks with Marinara
- Spanakopita
- Pork Pot Stickers with Dumpling Sauce
- Fried Zucchini with marinara
- Mini Chicken Cordon Bleu Bites
- Cocktail Franks with Spicy Mustard
- Mini Chicken or Barbeque Pulled Pork Quesadillas
- Roasted Vegetable Asiago Bites
- Stuffed Grape Leaves
- Jalapeno Poppers
- Fried Ravioli with Marinara
- Marinated Asparagus Wrapped in Prosciutto
- \$2.50/per Piece:
 - Shrimp Canapes
 - Seafood Stuffed Mushroom Caps
 - Coconut Shrimp with an Orange Glaze
 - Chicken Cornucopias with Traditional Salsa
 - Chicken Pineapple Teriyaki Skewers
- \$3.50/per Piece:
 - Teriyaki Beef Skewers
 - Mini Beef Sliders with Caramelized onions and Bacon Mayo
 - Sea Scallops Wrapped in Bacon
 - Mini Crab Cakes with a Red Pepper Remoulade
- Market Price:
 - Shrimp Cocktail
 - Mini Lobster Rolls

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