



Elmhurst
GOLF & COUNTRY CLUB

2016 Tournaments & Corporate Events

R.R. 5 Garven Road, Winnipeg, MB R2C 2Z2
Phone: 204.224.2244 Fax: 204.222.3091
E-mail: proshop@elmhurst.cc Website: www.elmhurstcc.ca



Thank you for considering Elmhurst Golf & Country Club for your Tournament. We are pleased to present you with this summary of services offered. It provides basic information only. For more detailed information or if you have any questions, please contact us. We will be very happy to assist you in all your specialized needs.



Our aim is to serve your group in a most efficient and professional manner to make your tournament day the best it can be.

TOURNAMENT SERVICES INCLUDE:

- Cart fleet & registration area setup
- Tournament starter & marshalling
- Placement of on-course competition and sponsorship signs
- Guest lockers (first come first serve basis)
- Full service PGA of Canada golf shop
- Use of practice facility for all tournament guests



TOURNAMENT FORMATS

Elmhurst will be happy to accommodate for Full Shotgun start (minimum of 120 players) tournaments throughout the golf season on Wednesdays, as well as Full or Modified Shotgun start tournaments on Mondays. Monday tournaments will be at the discretion of the PGA of Canada professionals based on the total number of players. Please ask about smaller weekday events involving tee times only.

Tournament starts will be scheduled in the months of June, July and August at 12:30 PM and in the months of May and September at 1:00 PM unless alternate arrangements are confirmed.

DEPOSITS

A non-refundable deposit of one thousand dollars (\$1000.00) is required at the time of your tournament booking to secure your reservation.

PAYMENT

A final statement of account will be mailed or faxed to you. Any payment is due upon receipt. A charge of 1.5% per month will be applied on all overdue accounts.

INCLEMENT WEATHER

Tournaments will play as scheduled unless the Golf Professional or Superintendent of Greens determines the course to be unplayable.

ON COURSE SIGNAGE

Hole sponsorship signs must be received in the Professional Golf Shop at least 48 hours prior to tee-off. Elmhurst Golf & Country Club will place signs on course providing written instructions are included. All signs must be free standing.

TOURNAMENT COMMITTEE CARTS

Cost for each additional non player tournament cart is \$55.00 (plus PST & GST)

TOURNAMENT BILLING GUARANTEES

The Tournament Coordinator must contact Elmhurst Golf & Country Club **NO LATER** then 14 days prior to the function to specify the number of golfers and carts required for the tournament. This number will be used as your guarantee for billing purposes. A 10% fluctuation will be allowed after this guarantee is made. (Ex. 144 guests guaranteed, a minimum of 130 will be billed.)

The Tournament Coordinator must contact Elmhurst 5 days before the Tournament with a guaranteed number of dinner guests (including volunteers) and tournament players draw list. This number will constitute a **GUARANTEED MINIMUM** and the function organizer will be charged for this number or for the actual number in attendance, whichever is greater.



TOURNAMENT PACKAGE

The Elmhurst tournament package found below can be fully customized to fit your needs and your budget. Please contact our management team for additional details.

Standard Tournament Package Includes:

Green fee, power cart, use of practice facilities, choice of lunch option & choice of dinner option.

Base Price of \$150.00 per player including taxes and gratuities

INCLUDED BBQ LUNCHEON MENU OPTIONS:

Choice of Hot Dog or Hamburger served with Mustard, Ketchup, Relish, Tomato, Lettuce and Onion.

Add Cheese- \$.75 per person or

House Made BBQ Pulled Pork Sandwich served with Sliced Onions and Chili Aioli

Lunch Upgrades:

Build your Own Sandwich Buffet- Served with sliced deli meats, tuna salad, egg salad, onions, lettuce, tomato, cheese, pickles and condiments.- Add \$1.75 per person

Pizza and Caesar Salad Lunch- Assorted House Made Pan Pizza's with Caesar Salad. Add- \$3.00 per person

Add a Salad Bar to any of our BBQ Lunch Options with Potato Salad, Coleslaw and Chefs Pasta Salad Add- \$4.25 per person

Add a Seasonal Fruit Platter to any BBQ Lunch Option- Add \$4.25 per person

All BBQ Lunch Options are served with a Bottle of Pop or Bottle of Water.

NOTE: Should you wish to have a sponsored lunch, please deduct \$5.00 from the package prices above. Please see below.

SPONSORED LUNCHESES

Groups that wish to have a sponsored lunch may deduct \$5.00 per person from the indicated Tournament Packages. Please be aware that Elmhurst will not have staff available to help with the setup, execution, or clean up of a sponsored Lunch. Elmhurst will be happy to make staff available at an hourly charge of \$20.00, which must be indicated a minimum of two weeks prior to the event. Please ensure your lunch service volunteers have arrived early enough to be prepared for your indicated lunchtime, and that the area has been left as it was found. (Garbage, Etc.)

ON COURSE HOLE SPONSORSHIP

Elmhurst allows a maximum of 2 Food based giveaway holes and 2 Alcohol based giveaway holes per Tournament **that Elmhurst does not provide**. There will be a \$75.00 fee added for each Food or Beverage hole over the limit, and a \$150.00 charge for each additional alcohol hole. Elmhurst is happy to provide the following options, perfect for no hassle sponsor holes!

Prices include Elmhurst Staff charges.

Keg Hole

Let your Golfers Enjoy a complimentary 15oz. Draft Beer on available Tee Boxes, fully serviced by Elmhurst Staff.

Domestic Kegs (Miller Light, Elmhurst 1914) - \$5.25 per person
Premium Kegs (Rolling Rock, Original 16 Pale, Original 16 Copper) - \$5.75 per person

Cocktail Hole

Let your Golfers Enjoy a complimentary 1oz. cocktail on available Tee Boxes, fully serviced by Elmhurst Staff.

Standard Cocktail (Traditional Highballs) - \$5.00 per person
Premium Cocktail (Margaritas, Pina Colada, etc.) - \$5.75 per person

Shooter Hole

Let your Golfers Enjoy a complimentary 1oz. shooter on available Tee Boxes, fully serviced by Elmhurst Staff.

Ice

Elmhurst is happy to supply ice for any on course setups at a flat charge of \$195.00 per day or \$50.00 per hole setup. This fee will be used to purchase additional bags of ice to ensure a steady supply to both on course and clubhouse activities. **Please ensure Elmhurst Management is aware of your requirements prior to the tournament** as supplies may be limited on tournament day.

Nacho Bar

Let your Golfers Enjoy a complimentary Nacho Bar on available Tee Boxes, fully serviced by Elmhurst Staff.
Basic Nacho Bar (Standard Nacho Toppings, Salsa & Sour Cream, No meat) - \$5.00 per person
Premium Nacho Bar (Add Ground Beef & Guacamole) - \$6.25 per person

Chicken Wing Hole

Let your Golfers Enjoy complimentary Chicken Wings on select holes, fully serviced by Elmhurst Staff.
2 per player - \$4.75 per person
3 per player - \$5.25 per person
4 per player - \$5.75 per person

Pizza Hole

Let your Golfers Enjoy a complimentary Slice of Pizza on available Tee Boxes, fully serviced by Elmhurst Staff.
2 Topping Pizza - \$4.00 per person
Elmhurst Favorites (Canadian, Hawaiian, Deluxe, etc.) - \$4.75 per person

Hot Dog or Hamburger Hole

Let your Golfers Enjoy a complimentary Hot Dog or Hamburger on available Tee Boxes, fully serviced by Elmhurst Staff.
Basic Toppings (Mustard, Ketchup, Relish, Onions) - \$4.50 per person
Premium Toppings (Add Horseradish, Kimchi, Hot Peppers, Cheese) - \$5.50 per person

TOURNAMENT DINNER OPTIONS

All Plated Menu Options include Rolls and Butter, Choice of Soup or Salad, Starch, One Vegetable, and Dessert

Add an Extra Course of Soup or Salad for \$3.95 Per Person

Imperial Buffet

Includes One Carved Item, One Hot Entrée, One Starch, Two Vegetables, Choice of Five Salads, Assorted Pickle Platter, Rolls & Butter, Coffee & Tea, and Choice of Assorted Tortes and Dainties or Fresh Fruit with Honey Yogurt
Subtract \$4.00 per player

Elmhurst's Signature Prime Rib & Shrimp Buffet

Includes Elmhurst's Signature Carved Prime Rib, Yorkshire Pudding, Peppercorn Jus, Poached Shrimp Platter with Cocktail Sauce, One Hot Entrée, One Starch, Two Vegetables, Choice of Four Salads, Assorted Pickle Platter, Rolls & Butter, Coffee & Tea, and Choice of Assorted Tortes and Dainties or Fresh Fruit with Honey Yogurt
Add \$1.75 per player

Royal Buffet (Minimum 100 guests)

Includes One Carved Item, Three Hot Entrées, One Starch, Two Vegetables, Choice of 6 Salads, Domestic Cheese and Cracker Platter, Seafood Platter, Assorted Pickle Platter, Rolls & Butter, Coffee & Tea, Assorted Tortes and Dainties with Fresh Fruit Platter
Add \$9.00 per player

Plated Dinner Options

Elmhurst Chicken

Chicken Breast Supreme Stuffed with Spinach, Olives, Pine Nuts, and Feta Cheese. Served with a Sundried Tomato Cream Sauce

Elmhurst Signature Certified Black Angus Prime Rib of Beef

Served with Yorkshire pudding and Peppercorn Aus Jus

10 oz. Certified Black Angus Beef New York Strip Steak

Served with a Fresh Summer Tomato Salsa

Grilled Certified Black Angus Beef Sirloin and Chicken Breast w/ Maple Dijon Sauce

Upgrade to Beef Tenderloin for \$6.00 per person

7 oz. Pan Seared Certified Black Angus Beef Tenderloin

Served with a House Made Bacon and Shallot Jus or Wild Mushroom Chasseur Sauce
Add \$7.00 per person

Prosciutto Wrapped Pork Tenderloin

Served with a Grainy Mustard Cream Sauce

Buffet Options

Carved Items

Baron of Beef
Elmhurst Signature Certified Black Angus
Prime Rib of Beef- Add \$5.95
Certified Black Angus Smoked Beef
Striploin – Add \$3.95
Apple Butter Glazed Roast Pork Loin
Bone-In Ham

Starch

Herb Roasted Potatoes
Garlic Mashed Potatoes
Potatoes & Cheese Gratin
Maple Brown Butter Sweet
Potato Puree
Wild Rice Pilaf

Hot Entrées

Parmesan Chicken with Garlic Tomato Sauce, Perogies with Green Onions and Sour Cream, Meatballs in Wild Mushroom Gravy, Cabbage Rolls, Shrimp Curry Pasta, Chicken Alfredo Penne, Beef & Italian Sausage Bolognese Pasta, Maple Soy Marinated Salmon, Breaded Chicken Breast in Wild Mushroom Gravy, Grilled Chicken with Basil Pesto Cream Sauce, Braised Onion and Lime Chicken Legs, Vegetarian Lasagna and Garlic Butter Jumbo Shrimp Add \$1.00

Salads

Tossed Salad, Caesar Salad, Vegetable Pasta Salad, Village Greek Salad, Potato Salad, Maple Chicken Pecan Pasta Salad, Buffalo Chicken Pasta Salad, Broccoli Cheddar and Raisin Salad, Cucumber Salad, Grilled Vegetable Pesto Salad, Fruit Salad, Coleslaw, Peanut Thai Noodle Salad, Tomato and Onion Salad, Ambrosia Salad, Chefs Seasonal Inspired Salad

Vegetables

Orange Honey Dill Glazed Carrots
Basil Buttered Corn
Broccoli Cheese Gratin
Roasted Root Vegetables (Carrots, Parsnips, Squash, Beets)
Chefs Seasonal Inspired (Counts as both Vegetables)

Buffet Extras

Add an Additional Hot Item- \$5.50
Add an Additional Salad- \$3.95
Add Domestic Cheese and Crackers Platter- \$4.25
Add Import Cheese and Crackers Platter- \$5.25
Add Fresh Fruit with Honey Yogurt Platter- \$4.95
Add Fresh Vegetables with Herb Ranch Platter- \$3.50
Add Assorted Pickle Platter- \$2.50
Add a Fresh Seafood Platter (Poached Salmon, Shrimp, and Mussels)- \$7.95

Plated Dinner Options

Soups

Cream of Bourbon and Wild Mushroom Soup with Dill Walnut Pesto Crouton
Bacon Potato Chowder with Corn Salsa
Cream Roasted Cauliflower and Garlic and Parmesan Crisp
Roasted Butternut Squash with Candied Pumpkin Seeds
Vegetable Mulligatawny with Parsley Almond Pesto

Salads

Baby field greens salad with lavender honey vinaigrette orange segments, raisins, and almond granola – Add Goat Cheese for \$.50 Per Person
Baby Field Greens Salad With Orange Basil Vinaigrette, Watermelon, Kalamata Olives, Shaved Red Onion and Crumbled Feta Cheese
Classic Caesar Salad with House Made Roasted Garlic Dressing
Spinach salad with maple blueberry vinaigrette candied pecans and crumbled Blue cheese
Caprese Insalata (Fresh Tomatoes, Basil and Bocconcini Cheese with a Reduced Balsamic Dressing) – Add \$1.00 per person

Vegetables

Chefs Seasonal Inspired Vegetables
(Asparagus, Baby Beets, Baby Carrots, Grilled Peppers, Squash, Roasted Tomato, etc)
or
Honey Thyme Roast Root Vegetables

Starch

Oven Herb Roasted Baby Potatoes
Garlic Mashed Potatoes
Shallot Rosemary Rosti
Maple Brown Butter Sweet Potato Puree
Manitoba Wild Rice Pilaf
Truffle Scented Mashed Potatoes – Add \$.25 Per Person

Desserts

Classic Vanilla Crème Brûlée
Warm Almond Apple Crumble with Vanilla Ice Cream
Double D's Chilled Cheesecake (Oreo, Vanilla, Banana, White Chocolate Raspberry, Chocolate Supreme)
Baked S'More Cup (Warm layers of chocolate, graham crumb and marshmallow)
Fresh Macerated Berries with Lemon Curd and Vanilla Whipped Cream

Contemporary Standup Dinner Stations

Prime Rib Station

\$16.95

Carved Signature Prime Rib, Fresh Buns & Assorted Condiments

Mashed Potato Bar

\$5.95

Butter Mashed Potato with Peppercorn Gravy, Cheddar and Blue Cheese, Green Onion, Crispy Bacon & Smoked Salmon

Seafood Station

\$10.95

Whole Poached Salmon, Chilled Mussels, Smoked and Cured Fish, and Assorted Crackers, Dips & Spreads

Build Your Own Bruschetta

\$4.95

Grilled Bread with Assorted Seasonal Vegetable Bruschetta's With Feta & Parmesan Cheese

Flambéed Shrimp Station

\$10.95

Flambéed Shrimp Served By Our Trained Staff. Choose From Maple Bourbon Or Jerk BBQ Spiced Rum

Anti Pasti Station

\$6.95

Grilled Flat Bread with Assorted Hummus and Spreads, Mediterranean Salads, Olives, pickles, and Cured Meats

The Elmhurst Contemporary Dinner Package

Includes:

- Carved Prime Rib Station With Buns And Assorted Condiments
- Flambéed Prawn Station
- Anti Pasti Station With Grilled Flat Bread Assorted Spreads, Pickles and Cured Meats
- Selection Of 3 Fresh Salads (Page 7)
- Chefs Choice Passed Hors D'oeuvres @ 4 Pieces Per Person
- Fresh Fruit or Dainty Platter
- Coffee and Tea Station

\$38.95



Hors D'Oeuvres

Priced Per Dozen, minimum 3 Dozen per item

Standard Hors D'Oeuvres - \$19.95

Sundried Tomato Hummus on Pita Bread
Tomato and Basil or Asparagus and Goat Cheese Bruschetta on a Crustini
Deviled Eggs garnished with Olive Tapenade
Reuben Roll Ups with Russian Dressing
Shrimp Salad with Dill Cream Dressing in a Cucumber Cup
Bacon, Spinach and Cheese Stuffed Mushroom Caps
BBQ Pulled Pork Quesadilla
Brandy and Herb Chicken Liver Mousse on Toasted Baguette
Vegetable Summer Rolls with Thai Peanut Sauce

Premium Hors D'Oeuvres - \$22.95

Pork Wontons with Garlic sesame sauce
Shrimp Wontons with Sweet Chili Sauce
Honey Peanut Crusted Coconut Curry Chicken Balls
Spanakopita
Vegetable spring rolls with Ginger Orange Sauce
Lemon Basil and Goats Cheese Crispy Fried Risotto Balls
Smoked Salmon with Herbed Chèvre on a Potato Crisp
Asparagus and Gruyere Cheese wrapped in Prosciutto
Dry Pork Ribs with BBQ Sauce
BBQ Pulled Pork Sliders w/ Crispy Onions
Chicken Wings (Buffalo, Honey Garlic, Sweet Chili and BBQ)

Deluxe Hors D'Oeuvres - \$26.95

Chicken or Beef Sauté with Szechwan Peanut Sauce
Mini Chicken or Beef Wellingtons
Corn Crab Cakes with Chipotle aioli
Beef Burger Sliders
Coconut Prawns with Sweet Chili Pineapple Sauce
Poached Jumbo Prawns with a Caribbean Cocktail Sauce
Ahi Tuna Tartar with Sundried Tomato, Shallots and Orange Oil

Chefs Selection

Let our chef choose an assortment from all 3 Categories for \$22.99 per dozen.

All Prices Are Subject to 8% PST, 5% GST And 16% Service Charge

Entertainment and Special Requests

Groups who wish to have a music man, band etc. should discuss this with the Elmhurst management to ensure the required services are available and set-up times are correct.

Any special requests for decorations, table settings, numbering and set ups, equipment (for example, screens, overhead projector, extension cords, tables for use other than those specified in the menu planner) must be specified in advance.

ELMHURST DRESS CODE

Suitable dress is required on Club premises at all times. Tournament guests & volunteers who are not in compliance with the rules of dress will be asked to change into dress more appropriate or, failing to do so, to leave Club premises.

Prohibited Dress

Blue jeans and blue denim outfits, cut-offs, tank tops, muscle shirts, short shorts (MUST reach a minimum length at the end of the wearers fingertips when arm is placed straight down side of leg (person to stand straight with arms at sides – hem of shorts or skorts MUST extend below fingertips) or bathing suits are not permitted anywhere on Club property without the express permission of the Board of Governors. Tracksuits, T-shirts, sweat suits; any kind of spandex outfit or tights may under no circumstances be worn in the dining areas of the Club, on the Grounds or on the Golf Course.

Clothing displaying large commercial logos (football/hockey/baseball or similar jerseys), except those that are golf related, is not permitted.

Caps shall be worn on the Golf Course with the peak facing forward. Golf hats or caps may not be worn in the dining areas except on the upper veranda.

Women: Sleeveless shirts with or without collar but MUST have a minimum 4 inch seam at the shoulder. TANK TOPS ARE NOT PERMITTED. Tops may be worn tucked or untucked but NO midriff or cleavage can be shown. Tops may be fitted but NOT skin-tight.

Men: Shirts shall have sleeves and collars. Mock necks are acceptable. Shirts must be neatly tucked at all times.

Soft spike, spike less shoes or sandals must be worn at all times. Golf shoes or golf sandals are preferred, but light tread running shoes are acceptable.

Dress shoes or sport shoes with rugged or studded soles are not permitted. Spiked golf shoes are no longer permitted on the grounds, and the Professional Golf Shop at the player's expense, prior to playing, will replace spikes with soft spikes.

Shoes with metal or ceramic penetrating spikes are prohibited on the Golf Course or the Practice Facilities.

TOURNAMENT PRIZES AND TEE GIFTS

At the Elmhurst PGA of Canada Golf Shop

The Professional Golf Shop at Elmhurst offers a one-stop shopping solution that will alleviate problems with tournament winners receiving incorrect sizes, colours, styles and prizes arriving late. We offer easy exchanges with in stock items for size, style and colours of purchased prize items.

For your convenience:

We provide a full stocked Golf Shop run by PGA of Canada golf professionals with the latest golf equipment including drivers, fairway woods, hybrids, iron sets, wedges, putters and golf bags. Our Golf Shop will provide last minute needs including balls, gloves, tees, sunscreen, umbrellas, bug spray and other small accessories. The Golf Shop also offers the latest in current golf fashions with many brand name companies providing rain wear, outerwear, golf shirts, hats, belts, shorts, skorts, pants and shoes!

We have access to manufacturers who can provide anything that a tournament requires and at the same time offer you a sizeable discount. Please discuss these options with your tournament liaison at Elmhurst before visiting anywhere else.

Gift certificates of any denomination are also available and make for a great prize.

Through our major suppliers we can offer customized logos for everything from clothing to golf balls.

**Please call for our logo catalogue and price list*

**Logo merchandise catalogue and price lists will be mailed to all confirmed or interested tournaments. Included in our latest catalogue are a number of popular and convenient golf products that can be used for staff uniforms, trade show apparel, prizes, gifts and tournament prize table donations. This catalogue includes a selection of quality, competitively priced, balls, bags, apparel, headgear, accessories and giftware across various price points and easily achievable minimums.*



TOURNAMENT COORDINATOR'S GUIDE

- The vast majority of participants best enjoy tournament play when the pace of play runs between 4-5 hours, depending on numbers. For this reason we will monitor play and solicit the assistance of the Tournament Coordinator should we encounter excessive gaps in play that we are unable to close.
- Play will be foursomes only (exception: Texas Scramble).
- Tournaments less than 144 players will have the starting holes or starting times determined by the Golf Shop once the group pairings list is submitted, to ensure a continuous pace of play.
- The Tournament Coordinator is responsible for communicating the rules and regulations of Elmhurst Golf & Country Club to the players.
- The Tournament Coordinator is responsible for the conduct of the players.
- Appropriate attire is required both on the course and in the Clubhouse.
- Blue jeans and blue denim outfits are strictly prohibited. Members or guests who are not in compliance with the rules of dress will be asked to change into dress more appropriate or, failing to do so, to leave Club premises.

MEN Shirts shall have sleeves and collars. Mock necks are acceptable. Shirts must be neatly tucked at all times.

WOMEN Sleeveless shirts with or without collar but must have a minimum 4 inch seam at the shoulder. **TANK TOPS ARE NOT PERMITTED.** Tops may be worn tucked or un-tucked but **NO** midriff or cleavage can be shown. Tops may be fitted but not skin-tight.

SHOES Soft spike, spike less shoes or sandals must be worn at all times. Golf shoes or golf sandals are preferred, but light tread running shoes are acceptable.

- If lightning is in the area, play will cease immediately and resume only when the danger has passed. The decision rests solely on the Professional Golf Shop as to the state of the golf course for play and the safety of the players.
- Please play "ready golf", i.e., move to your ball as soon as possible and be ready to play your next shot. All players are responsible for keeping up with the group ahead.
- We would recommend that golfers not spend any more time than 2 minutes looking for a lost ball.
- When putting out, please ensure bags and carts are in a position close to the next tee. Do not drive power carts between sand traps and the putting surfaces. Power carts are to remain on the cart path only on all par 3 holes.
- Each player must have a full set of clubs. Golf sets are available for rent at the Elmhurst Professional Golf Shop in limited quantities; reservations of rentals should be made a minimum of a week prior to the tournament date. To ensure that all golf cart needs are met, we recommend that reservations be made with the Professional Golf Shop at least 12 weeks prior to the event.
- Please remember that all equipment rentals from the Professional Golf Shop require a major credit card for security and an inspection of the equipment with the renter will take place following the return of the clubs.
- Courtesy of the Club, a member of the Professional Golf Shop staff will be assigned to the 1st tee to assist with the draw.
- Scoring or assistance with it is available. With two weeks prior notice, the Professional will furnish staff for a fee dictated by draw size.
- All guests are invited to browse the fully stocked Professional Golf Shop where they will find all manner of golfing paraphernalia competitively priced.

TOURNAMENT CHECKLIST

12 WEEKS PRIOR TO TOURNAMENT

- If your tournament requires our complete fleet of power carts (60)
- If you feel your tournament requires additional carts.
- Establish quantity of prizes/tee gifts needed bases on participation – See Professional Golf Shop for assistance in prize or tee gift ideas

4 WEEKS PRIOR TO TOURNAMENT

- Schedule meeting w/ Head Golf Professional and Food and Beverage Manager
- Advise menu selection.
- Advise on-course competitions (i.e. long drives, hole-in-one, etc.).
- Advise sponsored holes set up, requirements for holes, dates and times for arrival of supplies.
- Advise scoring method selected (scramble, best ball) and number of places to score.
- Confirm room set up requirements, i.e., table configurations, prize tables, etc.

2 WEEKS PRIOR TO TOURNAMENT

- Advise number of sets of rental clubs required – men's or ladies, right or left-handed.
- Provide Guaranteed Minimum including golfers, carts, and meals required.
- Advise number of additional dinner guests.
- Advise when prizes will be delivered and ascertain a storage location
- AV Requirements
- Any on-course holes that will require Elmhurst staffing

5 DAYS PRIOR TO TOURNAMENT

- Finalize guaranteed number of player and guaranteed number of dinner guests.
- Submit finalized tournament players draw list indicating players' first and last names.
- Advise if table numbers required for dinner
- Advise of any wine sponsors or if wine glasses are required on tables

MINIMUM 1 DAY PRIOR TO TOURNAMENT

- Deliver freestanding signs for golf course indicating placement requests.
- Deliver banners indicating placement requests.
- If a car is being delivered, please ensure dealer plates and keys are left with Elmhurst Staff. Tournament Coordinator should arrive at the Club at least 2-3 hours prior to first tee time.

Tournament Confirmation

(Please Print)

Name of Group: _____

Date of Tournament: _____ Number of Guests: _____

Start Time: _____ Format (i.e. Scramble): _____

Tournament starts will be scheduled in the months of June, July and August at 12:30 PM and in the months of May and September at 1:00 PM unless alternate arrangements are confirmed.

Tournament Co-Ordinator: _____

Business Phone: _____ Mobile Phone: _____

Fax: _____

Email: _____

ADDRESS FOR CORRESPONDENCE & BILLING

Address: _____

City: _____ Postal Code: _____

Note: The Tournament Coordinator acknowledges receipt and acceptance of the Tournament Coordinator's guide and accepts responsibility for the conduct of all participants.

The Tournament Coordinator agrees to have representation in attendance during the period of play and during use of the Clubhouse facilities.

Acceptance of the \$1000.00 deposit (non-refundable) is **CONFIRMATION** of the reservation.

All billings shall be based on the guaranteed number or actual attendance, whichever is higher.

All accounts are due upon receipt and past due accounts will have a monthly service charge of 1.5%.

See Tournament Billing Guarantees for specifics.

Date

Signature

Elmhurst Golf & Country Club

R.R. #5 (Garven Road), Winnipeg, MB R2C 2Z2
Telephone: (204) 224-2244 Fax: (204) 222-3091