



Outing Name: _____

Requested Date: _____ Starting Time: _____

Contact Person: _____

Contact Phone #: _____ Contact Email: _____

Policies and Procedures:

- 1) All golf outing requests must be confirmed by the Head Golf Professional and will be honored on a **“First Deposit Received”** basis. The deposit must be equal to \$500 or 15% of owed (whichever is greater).
- 2) Upon confirmation of the booking, a credit card will be required to hold the requested tee times on the requested day.
- 3) All outing balances for golf, food and beverage must be paid in full **no later than 7 days prior to the scheduled event**. Failure to adhere to this guideline will result in the held credit card being charged for any balances due. **Please keep in mind that all credit card transactions incur an additional 3.5% service charge.**
- 4) Any outing cancelled within 14 days of its scheduled date will forfeit their deposit. Exceptions may occur in the instance of inclement weather. Such exceptions are at the complete discretion of the ownership at Orchard Creek Golf Club.
- 5) On the day of your event, the following services are available upon your request:
 - **Scoring**
 - **Cart Plates**
 - **Proximity Signs for on-course competitions (Long Drive, Closest to the Pin, etc.)**

We ask that you make your request for these services no later than **3 days** before your scheduled event so that we can be adequately prepared when you arrive.

- 6) All food and beverage on the premises must be purchased at the Cider House Restaurant without exception. **Outside alcohol, in particular, will be confiscated.**
- 7) While on the golf course, we ask that you adhere to a reasonable standard of dress code. **Tank tops, jeans, cut-offs and short-shorts will not be allowed (For ladies, sleeveless polos are acceptable).**
- 8) Orchard Creek Golf Club is a spike-less facility.
- 9) At Orchard Creek Golf Club, our posted pace of play is **4 hours 30 minutes**. The expectation is that your golfers will play the golf course within the allotted time. Orchard Creek Golf Club reserves the right to impress whatever is necessary to keep the golfers on pace, up to and including the skipping of golf holes.
- 10) The ownership at Orchard Creek Golf Club reserves the right to amend and adjust these policies and procedures whenever practical at their discretion.

I have read and understand the terms of this agreement.

SIGNATURE

DATE