



8492 East Base Road, Greensburg, Indiana 47240
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www.northbranchgc.com

GOLF TOURNAMENT INFORMATION SHEET

North Branch Golf Course would like to thank you for considering us to host your next golf tournament. Whether you are a new outing or a twenty-year continuation, we welcome you. This sheet should be used as a guide, but always keep in mind that repeat customers and larger groups tend to get extra discounts and incentives.

Here's what to expect from North Branch when we host your event:

- Tournament Scoring** A member of our staff will post captains' names and starting holes while your golfers are out on the course. When they come in, they will turn in scorecards to the scorekeeper who will post hole-by-hole scores and total the rounds. With your instructions, we will also do ranking and a skins game. *Please note: when your tournament uses all twenty-seven holes, we will only post first and second nine scores with relation to par.* This is all done on our giant three-board dry-erase scoreboard located between the clubhouse and cart shed, behind Meadow #9 green.
- Banquet Seating** While your golfers are out on the course, we will transform our cart shed into a picnic shelter by ensuring that the space is clean and then setting up tables and chairs to fit the number of people eating that you specify ahead of time. We will clean the tables and chairs, but we do not provide any sort of table covering.
- Personalized Cart Tags** With the information that you provide ahead of time, we will create custom cart tags to put on the front of the captains' golf carts. The information on the cart tags is the tournament name, the date, the captain's name, and the starting hole. These tags are easy to read, and help with your players to find their carts at the start.
- Personalized Scorecards** Scorecards are already set on the lead cart of the group. The card will have the captain's name on it, as well as starting hole and what order the group is. (i.e. first or second off of a hole)
- Proximity Markers** We provide proximity markers according to your specifications. We will make every effort to place them out on the course ahead of time, but in the event that we are unable to do so, we will place them in the cart of the first group to play the hole.
- Public Address System** We have a wireless microphone system that we use to address the golfers before the tournament. We go over all of the necessary rules, give a North Branch welcome, and then give you the opportunity to address your golfers as well. The system is also available to use in the cart shed after the round to address the golfers while eating. This is useful for prize and award ceremonies as well as thank you and acceptance speeches.

- Beverage Carts** We provide up to three beverage carts for your use during the tournament. This requires that beverages are purchased from North Branch. Also, any person on a beverage cart that is serving alcoholic beverages must hold an Indiana beverage permit.
- Food Options** As we do not have a restaurant on-site, we do not require that you buy food from North Branch. We do partner with Koch's Karry Out and Katering from Greensburg who provides over 75% of our meals. They offer great food at very competitive prices. Other catering options are available upon request, or you can bring your own food, it's all up to you! We have a large industrial gas grill on-site that can be used at a very minimal cost.
- Miscellaneous** We also give you an avenue for ordering custom logo golf balls, etc. These make great tee prizes or awards. Call or email us for a quote. Gift certificates are always available for purchase. These are great prizes as well. Please remember that we never require these to be purchased, but it is appreciated.

Here's what we expect from you when we host your event:

- Registration** We like to have the names of your teams and/or captains, along with starting holes (if you have a preference), no later than by 4pm two business days prior to the event. For example, we like to have information by 4pm on Thursday for a Saturday outing. **You are responsible for bringing people to check in golfers.** By doing this, you can simply pay one bill at the end of the day. We will have tables and chairs set up for you to use for registration.
- Beverage Cart Drivers** You are responsible for finding a driver for each beverage cart that is at least twenty-one years old and holds a valid bartending license. If needed, we can help you to register your drivers for a Volunteer Permit, at a nominal fee.
- Fee Collection** You are responsible for collecting fees from your golfers. The amount that you charge is up to you (although we recommend making a profit!) We will provide you with one total bill at the end of the outing which can be paid by cash, check, or credit card. Bills are generally paid the same-day, but we allow up to one week under special circumstances.
- Hole Sponsors** If you wish to have hole sponsorships, you are responsible for selling them ahead of time, creating signs, and placing them on the course prior to the round.

GOLF TOURNAMENT FEE INFORMATION

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|--|---|
| Weekday Golfer | \$26 (usually \$30) |
| Weekend Golfer | \$29 (usually \$33) |
| Cleanup Fee | \$20 (only applicable if serving food) |
| Grill Fee | \$20 (only applicable if using our gas grill) |
| Organizer Rewards
<i>New in 2011!</i> | For every \$500 on your end-of-day bill (golf, beverages, cleanup, merchandise, etc.) receive \$10 worth of North Branch gift certificates! (Max. of \$100) |

OTHER QUESTIONS/COMMENTS

If you have other questions, please email us at info@northbranchgc.com, call the clubhouse at 812-663-6062, or stop by!

TOURNAMENT INFORMATION FORM

Please return this form by the deadline for sending team names.

Date of outing: ____/____/2011

Tournament Name (Exactly as you wish it to appear): _____

Tournament Contact Person: _____

First Name

Last Name

Contact Phone: (____)-____-____ Contact Email: _____

Contact Address: _____

City: _____ State: _____ Zip: _____ Preferred Contact: _____
Email Phone

Expected Number of Teams: _____ X Players Per Team: _____ = Total Golfers: _____

Will you be providing food for the golfers? Yes No

If so, will the meal be before or after the round? Before After

What foodservice are you planning to use? _____

Will you need tables and chairs set up for golfers to eat? Yes No

If so, how many extra (non-golfers) should we set up for? _____

Will you need the gas grill to use? Yes No

If so, will you be using this to cook during the round or for the meal after? During After

Prices agreed upon between above contact and North Branch Golf Course, Inc.:

Golf (per person)	\$ _____	Other:	_____	\$ _____
Beer (per case)	\$ _____		_____	\$ _____
Pop (per case)	\$ _____		_____	\$ _____
Gatorade (per case)	\$ _____		_____	\$ _____
Water (per case)	\$ _____		_____	\$ _____
Ice (per bag)	\$ _____		_____	\$ _____

Would you like to purchase North Branch gift certificates for prizes, etc.? If so, please describe quantities and amounts here: _____

Proximity Markers:

Closest to Pin	Longest Putt	Longest Drive	Other: _____	# Needed: _____	Holes: _____
Closest to Pin	Longest Putt	Longest Drive	Other: _____	# Needed: _____	Holes: _____
Closest to Pin	Longest Putt	Longest Drive	Other: _____	# Needed: _____	Holes: _____
Closest to Pin	Longest Putt	Longest Drive	Other: _____	# Needed: _____	Holes: _____

I hereby state that the above is true and correct to the best of my knowledge. I am aware that North Branch asks for a minimum of 24 hours notice in the change of any of the above information.

Tournament Contact: _____ NB Staff: _____

Signed: _____

Signed: _____