



## **GOLF OUTINGS POLICIES & PROCEDURES**

Thank you for your interest in River Bend Golf Club. We provide our guests with an unforgettable golf experience along with our unmatched customer service. Below you will find out what makes River Bend Golf Club your destination to host any golf outing.

River Bend Golf Club is conveniently located just south of Maple Avenue on Route 53 in Lisle. Designed by William J. Spears and open since 1993, River Bend is a premier par 36 nine-hole course. Our finely manicured course with bent grass tees, greens and fairways is ranked one of the top 5 public nine-hole courses in Illinois and a nine to know. Four sets of tees allow various skill levels to enjoy the course which covers just over 2,600 from the forward tees and 3,300 yards from the back tees.

I look forward to speaking with you and creating a personalized event to fit your needs. If you have any questions or would like additional information, please do not hesitate to contact me.

Sincerely,

**Debi Culbertson**  
**Golf Course Operations Manager**

**RIVER BEND GOLF CLUB  
GOLF OUTINGS POLICIES & PROCEDURES**

*The policies contained herein cover any agreement between yourself and River Bend Golf Club. This contract and any written addendum(s) take precedence over any verbal agreements.*

**River Bend Golf Club Representative**

In order to ensure success of your outing, please feel free to contact Debi Culbertson with any questions.

Office: 630-968-1920 Ext 1  
Fax: 630-968-5057  
E-mail: dculbertson@riverbendgolfclub.org

**Tournament Coordinator**

As the Tournament Coordinator, you and your participants must agree to comply with all of River Bend Golf Club's policies.

**Tournament Coordinator Contact**

In order to better serve your outing, we request phone numbers & email for two key people involved with your outing. The second person will be contacted in the event that the first person cannot be contacted. (Please print clearly).

1) \_\_\_\_\_  
Work \_\_\_\_\_ Home \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_

2) \_\_\_\_\_  
Work \_\_\_\_\_ Home \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_

**Outing times are not available on holidays.**

**Group Size:** Minimum of four (4) tee times required. For groups larger than fifty-two (52) a shotgun start format is available. The maximum number of players for this format is seventy-two (72).

<b>Green Fees:</b>	Monday-Thursday	9 holes	\$17-\$24
	Friday noon-Sunday	9 holes	\$19-\$24
<b>Gas Cart Fee:</b>		9 holes	\$10.00
<b>Club Rental Fee:</b>		9 holes	\$15.00

**For groups larger than fifty-two (52) that require a shotgun format please contact Debi Culbertson and there will be a \$2 per person added fee.**

Debi Culbertson  
Golf Course Operations Manager  
Ph: (630) 968-1920 ext 1  
dculbertson@riverbendgolfclub.org

### **Event Deposit**

*A refundable deposit of \$100 is required to secure the date and reserve tee times or shotgun starts. Deposits can be by credit card, cash or check. If not already secured, the deposit must accompany this signed contract. If paying by credit card, please insert payment information on last page of this contract.*

### **Final Payment**

The final payment for an outing is due on the day of your event. The payment can be by check, cash, Visa, or MasterCard. A credit card number must be on file with River Bend Golf Club for charging or billing privileges for all events. Other payment arrangements must be approved no later than two weeks prior to your event. An 18% finance charge will be added to any past due invoice.

### **Number of Players (Initial Estimate: \_\_\_\_\_ Golfers)**

Planning and budgeting for the number of golfers you will have during your outing will ensure you have a successful outing. You will need to confirm the minimum number of golfers for your event 7 days prior to the event. **We will charge for a minimum of whatever number you give us on this day.**

### **Player Reduction Policy**

As the tournament planner, it's your responsibility to contact Debi Culbertson if the number of golfers falls below your initial estimate. **If you do not notify your River Bend Golf Club Representative of the change in number of golfers 7 days before your event, you will be billed for the higher of the two numbers, i.e. the estimate number or the total number of golfers present at your outing.**

### **Cancellation Policy**

If you request a complete cancellation of your event, the deposit will be refunded in the following manner: Less than 30 days – no refund; 31-60 days 50% of deposit; 61-120 days or more days 100% of deposit.

### **Listing of Players**

A final list of golfer pairings broken down into groups of four must be provided to River Bend Golf Club no later than 7 days before your outing in both alphabetical order and group number order. Hole starting assignments will then be established based upon your group numbers from your pairings. Every effort will be made to accommodate pairing changes up to 24 hours prior to event day. Additional golfers may still be added after the final listing has been turned in to River Bend Golf Club, but pairs are not guaranteed for last minute additions.

### **Course Closure & Rain Checks**

Rain does not constitute stoppage of play. River Bend Golf Club will determine the discontinuance of play based on their experience and weather conditions. Should circumstances beyond the control of River Bend Golf Club result in closure of the course on or during a group's scheduled event day, the following policy will take precedence:

1-4 holes completed – Full Rain Check  
5-9 holes completed – No Rain Check.

You will be expected to start your outing unless the course has closed. In the event of a complete cancellation of your outing due to weather, your deposit will be 100% refunded. No rain checks will be issued on an individual basis during an outing.

### **Damage**

In the event of damage to the course or any of River Bend Golf Club's property, you, as the tournament coordinator, will be liable for any and all damages. Every effort will be made by River Bend Golf Clubs staff to assist in determining who did the damage. It is important to drive the golf carts responsibly. Warnings will be issued to offending golfers. If you, as tournament coordinator, are concerned about this issue, please contact your insurance agent to see about coverage in the event of damage. The charges for all damage will include but not be limited to: parts and labor to restore the damaged property/and or replacement costs.

### **Golf Car Rental Agreement**

*The following paragraph has been reproduced from our Golf Car Rental Agreement. Below it has been adapted to fit a group outing where a sponsoring group will assume responsibility for the participants involved in their event day.*

### **GENERAL TERMS OF RENTAL**

In consideration of the rental of this golf cart, I agree to: 1. Leave the cart in as good a condition as I received it. 2. Reimburse the owner for or pay for any damages sustained to the cart during this rental period. 3. defend, indemnify and hold the owner & his agents harmless from and against all claims, suits and liabilities, without limiting the generality of the foregoing, for any and all damages to property or person, including, but not limited to injury, death, or damage to any property whatsoever, caused by, arising from, incident to, connected with, growing out of, or related to the use and/or operation of this golf cart during this rental.

As the sponsoring organization of a golf outing at River Bend Golf Club, I hereby: (1) agree to hold harmless, indemnify and defend River Bend Golf Club and its owners and agents from and against any and all injuries and damages of any kind whatsoever to any person or entity arising out of or in any way resulting from the negligence or reckless use or operation of the subject golf car; (2) agrees to reimburse River Bend Golf Club for any such injury or damage done to any golf cars; (3) agrees not to allow any person not of legal driving status to operate a golf cart." Signature of the Tournament Coordinator on the contract will constitute compliance with the golf car rental agreement.

### **Alcoholic Beverages/Beverages**

All beverages must be purchased at the club. All alcoholic purchased must be made with a valid form of identification. All beverages in violation will be confiscated.

### **Intoxication**

Every attempt will be taken to ensure intoxicated individuals are not damaging our golf course, property, and themselves. Intoxication or abuse of the golf cars, golf course, or property will result in the immediate loss of golf car usage. In the event of continued abuse or abuse that is deemed excessive by River Bend Golf Club Player Assistants or Management Staff, the individual(s) will be immediately escorted off the premises. An attempt to contact the tournament coordinator will be made if time warrants. In certain instances, it may be necessary to contact the proper authorities to remove someone from the premises. In no case will a refund or rain check be issued to the individual(s) being removed from the course.

### **Speed of Play**

River Bend Golf Club recognizes the timeliness of play during your outing. In recognition of speed of play and the skill level of golfers playing in your outing, River Bend Golf Club has established the following rule: Any group deemed excessively slow and who is affecting the speed of play of others behind them will be requested by the Player Assistants or Ranger to advance a hole.

**Attire and Equipment**

All players are expected to wear appropriate golf attire. No tank tops or abdomen bearing shirts are allowed. Each player must have his or her own set of golf clubs. We have a limited supply of rental clubs. River Bend Golf Club is a nonmetal spike facility.

**Specialty Events & Contests**

Special events and contests are allowed and encouraged at River Bend Golf Club. General events include: longest drive, shortest drive, closest to the pin, longest putt, or anything else you may want to host. If you invent a "special" event or contest, it will need to be approved prior to the event day.

**Merchandise**

River Bend Pro Shop is fully stocked and ready to provide you and your players with all of their golfing needs. Please consider us first for all of your gifts and prizes. We can offer discounts for advance purchases.

**Scoring**

Score sheets are free. Optional tally and calculation of scoring by the staff is available.

**Event Signage**

Banners and signs should be delivered to River Bend Golf Club three days in advance of your event to allow River Bend Golf Club Staff enough time to coordinate placement. Event signs may be placed at designated holes of your choosing and banners may be hung in designated places. River Bend Golf Club reserves the right to refuse the display of any banner and or sign. All signs and banners must be removed from River Bend Golf Club the day of your outing or they will be discarded.

***I understand and agree to the policies and procedures outlined in this Group Outing Contract.***

\_\_\_\_\_  
 Outing name, date and time  
 Group Representative's Signature Date

\_\_\_\_\_  
 River Bend Golf Club Representative Date

Please sign and return this contract along with your deposit, made payable to:  
 River Bend Golf Club  
 5900 S Rt. 53  
 Lisle, IL 60532

***Thank you for choosing River Bend Golf Club for your group outing.  
 We look forward to serving you and making your day a memorable one!***

**RIVER BEND GOLF CLUB  
OUTING INFORMATION SHEET**

**Name of Outing:**

**Date of Outing:**

**Number of Players:**

**Starting Time:**

**Format of Play:**            **Individual Stroke**            **Scramble**            **Other**

**Course Events:**                            **River Bend Holes**

**Long Drive Men**                            **#3**                            **Long Drive Women**                            **#3**

**Closest to the Pin Men**                            **#5**                            **Closest to the Pin Women**                            **#5**

**Longest Putt Men**                            **#9**                            **Longest Putt Women**                            **#9**

**Method of Payment:**

**Number of holes:**

**Replay Fee**

**Green Fee per player:**

**Cart Fee:**

**Total outing fee's due per golfer:**

**Less Deposit:**\_\_\_\_\_

**Date of deposit:**\_\_\_\_\_

**Total amount due:**\_\_\_\_\_

**Paid by:**\_\_\_\_\_

**Date paid:**\_\_\_\_\_

**I have read and agree to the Outing Policies and Procedures set by River Bend Golf Club.**

**Signature of the Outing Coordinator:**

**Date:**