

# HIGHFIELDS GOLF & COUNTRY CLUB

42 Magill Dr. P.O. Box 416 Grafton, MA 01519 Tel. (508) 839-1945 Fax (508) 839-1940

## OUTING AGREEMENT

Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (cell) \_\_\_\_\_

Phone: (work) \_\_\_\_\_

Phone: (home) \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*For Office Use Only*

*emailed:*

*Meal:*

*Deposit Amt:*

*Date Rec'd*

*Pay Due Date:*

Tees:     White     Gold

Closest to Pins: \_\_\_\_\_

Long Drive: \_\_\_\_\_

Closest to Line: \_\_\_\_\_

Other: \_\_\_\_\_

Gift Certs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for selecting Highfields Golf and Country Club for your event this season. Please read this confirmation very carefully and if you have any questions or concerns please call ASAP so we can discuss them.

APPROXIMATE NUMBER OF PARTICIPANTS \_\_\_\_\_ (a minimum of 120 is required for a shotgun)

TEE TIMES : \_\_\_\_\_. Tee Times may change slightly depending on the actual number of players, particularly if your outing is on a weekend or holiday.

COST PER PLAYER \_\_\_\_\_ Includes golf fees and cart fees for 18 holes, and a budget of \$7.00 per player to be used in the pro shop for prizes. (Cannot be used for golf fees).

ADDITIONAL COST OF \_\_\_\_\_ per player will be for \_\_\_\_\_

A headcount for the meal must be given at least 2 weeks prior to your event. Once your final headcount is given it may not be altered. Please remember to include volunteers when making your count.

A guaranteed headcount and payment in full is due \_\_\_\_\_. No refunds, allowances, or credits will be given for no-shows. If mailing payment please allow 3-4 days to ensure that we receive your payment by the due date. Our mailing address is at the top of the page. Visa, MasterCard, American Express and Discover are also forms of payment that we will accept over the phone for your initial deposit.

**Final balance due by check or cash.**

DEPOSIT - A nonrefundable deposit is required within 10 days of receipt of your event contract to secure the date you wish to have. Required deposit amounts: \$150 for 30 people and under, \$300 for 31-80 people, and \$500 for more than 80 players. Additionally, the event contract must be signed by the event coordinator and sent in with your deposit. Please make a copy for your records.

DRESS CODE POLICY - Highfields is a soft spike only facility. Collared shirts are required. No Blue Jeans, Cut-off shorts, or tank tops at any time. This dress code will be strictly enforced. Please be sure to let everyone in your event know about our policy. Thank you for your cooperation.

INCLEMENT WEATHER - Refunds will be considered only if Highfields Golf & C.C. officially closes the course and a rain date cannot be reasonably and mutually agreed upon.

GOLF CART LIABILITY - Highfields Golf & C.C. reserves the right to inspect all golf carts, their contents & monitor all private function activities. Liability for any damage to the premises will be charged accordingly to the group and/or coordinator. No more than 18 holes of golf are to be played by each participant, (no play-offs). The company or person in charge is responsible for any damage occurring to golf cars rented by the group on the outing date. It is agreed that in signing the event contract, the company or coordinator agrees to:

Assume all risks attendant with operation and use thereof including responsibility for any and all damage caused to said golf cart due to negligent use of operation of the same.

Indemnify Highfields Golf & C.C. against any liability to any other person for personal injury or property damage resulting from said operation.

Not allow any person less than 18 years of age to operate golf cars.

Not to drive golf cars outside of golf course property or in restricted areas of the same.

Highfields Golf & Country Club's policy on play for employees DOES NOT include outings. Meaning if there is an employee of Highfields playing in your event, he/she is under obligation to pay the outing all applicable fees. When your outing is scheduled, payment will be due for ALL participants.

Food and Beverages MAY NOT be brought onto the premises. Our restaurant and banquet facility will be available to your group with advance notice. Packages can be put together if you wish.

Alcoholic Beverages MAY NOT be brought onto the premises by Massachusetts State Law. Alcohol brought onto the premises will be confiscated and the individual(s) responsible will be told to leave. It is the responsibility of the event coordinator to insure this rule is strictly enforced.

The Outing Coordinator accepts the above mentioned items are going to be strictly enforced by Highfields Golf and Country Club. Hopefully everything goes well with your event, however, on the off chance that a situation arises, we will be expecting your assistance from you in resolving any matter that may arise.

Please never hesitate to call with questions or suggestions. To our friends new and old, we hope that you will enjoy your experience at HIGHFIELDS GOLF AND COUNTRY CLUB as much as we enjoy hosting you.

I have read the Highfields Golf & C.C. Outing Agreement. I understand Highfields Golf & Country Club's policies and I agree to the terms and conditions stated therein.

Outing Coordinator's Signature\_\_\_\_\_Date:\_\_\_\_\_

Roger Adams, PGA Head Professional  
Bill Chisholm, Assistant Professional  
Conor Hibbard, PGA Apprentice Professional

CATERING- If you have reserved catering space the following policies apply:

MENU-Please contact the sales office to submit a menu style by or before 30 days from the event date.  
Emailing the sales office at: **annmarie@highfieldsgolfcc.com** is best at time of contract to start communication.  
In addition the sales office will forward an event sheet for details to better coordinate your event.

PRIVATE SPACE- Highfields has two rooms- Grand Ballroom and the Grill room; 25 people minimum required to have a catered event after golf. The Ballroom can seat up to 230 guests and the Grill Room can seat up to 46 guests. Please note the setup and menu style determines the number of seats in each room. The location of the event is based on the number of guests that best fits the space. If numbers increases or decreases the location is subject to being moved if another outing for group needs the space. No room fees or bartender fees apply for golf. Additionally room will be available 2 hours prior to your event

BILLING & PAYMENTS- All Catering is paid separate from the golf billing. All payments are written to J&J Tavern. The final payment must be paid 2 weeks before the event in cash, bank check or company check. No personal checks. Credit Cards are not allowed. Please inquire with sales office about credit card usage.

FINAL NUMBERS FOR CATERING- Please call /email in final guest count 14 days before the event.

Alcoholic Beverages MAY NOT be brought onto the premises by Massachusetts State Law. Alcohol brought onto the premises will be confiscated and the individual(s) responsible will be told to leave.  
Manager on duty may shut down bar or person(s) if alcohol is found.

OPEN BAR BEVERAGES- hosted tabs on beverage cart/ snack shop are allowed if coordinated with sales office.

REGISTRATION AREA- While the same space for catering can be used for registration time, if you have not ordered any food and beverage before golfing then room is subject to another event renting same space. Sales office can confirm registration area 2 weeks before the event. Ballroom.

Outing Coordinator's Signature\_\_\_\_\_Date:\_\_\_\_\_

AnnMarie Mong, Director of Sales & Catering  
Office: 508-839-1945 ext 222  
[EMAIL: Annmarie@highfieldsgolfcc.com](mailto:Annmarie@highfieldsgolfcc.com)  
General Office hours- Tue- Saturday