

# TOURNAMENT REQUEST FORM

This form must be completed at least 3 weeks in advance and submitted to the Board for approval.

Name of Tournament/Event Sponsor: \_\_\_\_\_

Date of Request \_\_\_\_\_ Day and Date Requested for Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Requesting: Full Day \_\_\_\_ 1/2 Day A.M. \_\_\_\_ 1/2 Day P.M. \_\_\_\_

Requesting Course Closure? Yes \_\_\_\_\_ No \_\_\_\_\_

How many golfers will be participating? \_\_\_\_\_ (36 golfers automatically closes course and minimum is required--read policy sheet)

Requesting course closure with less than 36 golfers? \_\_\_\_\_ (minimum fee for 36 golfers is required if closed with less)

YES \_\_\_\_ NO \_\_\_\_ Request for a Director of Tournament/Event (\$100.00 Director Fee)

YES \_\_\_\_ NO \_\_\_\_ Request for an extra helper for event (\$50.00 Extra Helper Fee)

**A Tournament/Event Post Report Form**, provided by the Board or Caddy Shack Staff, must be filled out by a Tournament committee person immediately after the event is over. These reports are filed with the Board of Directors with information valuable in assessment of each individual Tournament/Event for planning and holding future events.

**Cancellation fee of \$100.00 is charged** if any cancellation is not made with the Caddy Shack at least 2 weeks prior to scheduled date of event.

**Cart rentals for any event** will be paid according to current cart rental fees.

This request is made in accordance with policy set by the Board of Directors of the Indian Hills Golf Course. I have **received a copy of the Tournament/Event Policy and agree to comply with the same.**

Signed \_\_\_\_\_ Date signed \_\_\_\_\_

(Upon approval of the Board of Directors, this form must be signed by at least one Director)

Board of Director Signature: \_\_\_\_\_ Date \_\_\_\_\_

Caddy Shack Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_

Course Superintendent Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Caddy Shack Coordinator and Course Superintendent signatures are not required for authorization of event, but to notify them of date and other information on event)

**THE BOARD OF DIRECTORS RESERVES THE RIGHT OF EXCEPTION, ACCORDING TO THE BY-LAWS, OR ANY FEDERAL JURISDICTION OR POLICY THAT WOULD APPLY.**