

Golf Outing Application



Bergen County Department of Parks
 Golf Administration
 One Bergen County Plaza
 Hackensack, New Jersey 07601
 201-336-7259 Fax 201-336-7297



The Bergen County public golf courses offer an excellent opportunity to raise money for local charities. The following information explains how your organization can participate. All applicants must agree to abide by Department of Parks rules and regulations while conducting an outing at our facility. Please read the following guidelines.

Information and Guidelines

Day/Date Availability

Outings are available on Mondays at Darlington, Overpeck and Rockleigh and on Monday thru Thursday at Valley Brook (shotguns limited to Mondays and Wednesdays.) **Outings are not held on holidays or weekends.**

	Shotgun		Tee Time	
Darlington Overpeck Rockleigh	Mondays AM or PM Start	80 Golfers - \$60/player	Monday 8:00 AM or later	\$50/player
Valley Brook	Mondays or Wednesdays AM or PM Start	80 Golfers - \$70/player	Tuesday, Thursday 8:00 AM or later	\$60/player

Outings may be booked on available dates up to one year in advance. An outing has two weeks to book the day for the following year. Thereafter the date is available. Dates are booked on a first come, first serve basis.

Group Size

Outings are available for groups of more than 28 players. For groups of 28 players or less see the **Group Golf** Program. Outings and Group Golf are not allowed on weekends or holidays.

A 80 player **shotgun** event closes the golf course for your group. The exact number of players for a tee time outing **must be finalized 10 days prior to the scheduled date**. In the absence of any confirmation, the original estimate of players will become the official count and tee times will be reserved and green fees assessed on that basis. If, on the day of the event there are more players than were confirmed, course personnel will attempt to accommodate the additional players; however, other reservations will take precedence and the availability of extra tee times cannot be guaranteed. If fewer golfers are present than were confirmed, the outing is responsible for the fees associated with the confirmed number.

Three days before the outing an “alphabetic” list **and** a “by hole” list must be delivered to the clubhouse manager. Minor adjustments may be made the morning of the event.

Application Procedure

- Submit Application to Golf Administration Office. (\$40 Application Fee is due with application.)
- Deposit is due with returned Contract.
- Contract will be sent to organization within two weeks of Application. Outing dates and times are tentative until a signed Contract and \$100 non-refundable deposit is received by the Department of Parks.
- Confirmation will be mailed to organization three (3) weeks prior to outing.
- Confirmation and **PAYMENT IS DUE TEN (10) DAYS PRIOR TO OUTING DATE**. The check will not be deposited until the day of the outing.

Keep this information for your records.

Bergen County Department of Parks Golf Courses

Darlington Golf Course

277 Campgaw Road, Mahwah NJ 07430
 Course Information: 201-336-7280
 Phone: 201-327-8778 Fax: 201-760-1348
 Golf Superintendent: Rebecca Hawkins
 Clubhouse Manager: Tom Ippolito

No Food Concession

Recommended Skill Prize Locations:

Longest Drive - 1st, 18th; Closest to the Pin - 5th, 12th
 Par 3 Yardage: #2 - 178, #5 - 165, #12 - 177, #16 - 149

Shotgun Priority*

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SGP	1	15	13	5	17	7	11	3	9	6	2	16	8	4	12	18	14	10

Contact 201 327 8778 for driving range information..

Valley Brook Golf Course

15 Rivervale Road, River Vale NJ 07675
 Course Information: 201-336-7280
 Phone: 201-664-2165 Fax: 201-664-5678
 Golf Superintendent: Gary Arlio

Food Concessionaire: 201-664-6630

Food Manager: Vinnie Ottina

Recommended Skill Prize Locations:

Longest Drive - 5th, 16th; Closest to the Pin - 3th, 12th
 Par 3 Yardage: #3 - 153, #7 - 188, #9 - 140, #12 - 161, #17 - 167

Shotgun Priority*

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SGP	13	3	15	9	1	7	11	5	17	14	10	18	2	12	8	4	16	6

Driving Range Balls available for \$5 per bucket.

Overpeck Golf Course

273 East Cedar Lane
 Teaneck NJ 07666
 Course Information: 201-336-7280
 Phone: 201-837-3029 Fax: 201-837-8592
 Golf Superintendent: David Werner
 Clubhouse Manager: Tina Tedesco

No Concession on premises.

Recommended Skill Prize Locations:

Longest Drive - 4th, 12th; Closest to the Pin - 8th, 18th
 Par 3 Yardage: #3 - 155, #8 - 122, #14 - 192, #18 - 131

Shotgun Priority*

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SGP	1	9	15	13	3	7	5	17	11	6	10	2	12	16	14	4	8	18

Orchard Hills Golf Course

404 Paramus Avenue
 Paramus NJ 07652
 Course Information: 201-336-7280
 Phone: 201-447-3782 Fax: 201-689-0938
 Golf Superintendent: Peter Evans

Recommended Skill Prize Locations:

Longest Drive - 3rd, 6th; Closest to the Pin - 4th, 8th
 Par 3 Yardage: #4 - 164, #8 - 187

Shotgun Priority*

Hole	1	2	3	4	5	6	7	8	9
SGP	1	7	2	9	5	3	4	8	6

*Shotgun Priority ranks holes so outings over 18 groups (one per hole.) know what tees to double up. The 19th group should start on the No. 1 ranked hole, the 20th group should start on the No. 2 ranked hole, and so on. This will disburse the groups around the course and aid in pace of play.

The Department of Parks staff will work diligently to provide a great day for your outing participants. If you have any questions or need further information please contact the Golf Administration Office. We look forward to seeing you on the golf course.

Rockleigh Golf Course

15 Paris Avenue
 Rockleigh NJ 07647
 Course Information: 201-336-7280
 Phone: 201-768-6354 Fax: 201-784-0034
 Clubhouse Manager: Leo Odabashian

Food Concessionaire: 201-768-6640

Food Manager: Lenny Capabianca

Recommended Skill Prize Locations:

Longest Drive - 5(R), 17(W), 2(B); Closest to Pin - 4(R), 14(W), 1(B)
 Par 3 Yardage: #4 - 161, #8 - 202, #13 - 188, #16 - 165, #1(B) - 163, #5(B) - 156

Shotgun Priority* (Red/White)

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SGP	13	11	3	17	1	9	7	15	5	14	8	6	18	12	2	16	4	10

Shotgun Priority* (Blue)

Hole	1	2	3	4	5	6	7	8	9
SGP	9	1	6	3	7	8	4	2	5

Bergen County
 Department of Parks
 Room 401
 One Bergen County Plaza
 Hackensack NJ 07601

Phone: 201-336-7259

Fax: 201-336-7297

email: bergengolf@co.bergen.nj.us



Outing Format - Starting Times/Pace of Play

The outing format should reflect the experience of the participants. Groups with a large number of inexperienced players should consider a scramble format to ensure an enjoyable event for all. Contact the golf course manager for suggestions.

Play must begin at the assigned time. Groups should arrive one hour before tee times for registration. Groups that are late and groups that are slow forfeit their right to complete their round of golf. **Lunch breaks are not permitted.** All outings are expected to keep the pace of play between 4 and 4.5 hours for eighteen (18) holes. All shotgun events will be removed from the golf course when the round exceeds five hours, no exceptions.

Food and Beverage

Food and beverage service should be supplied by the concessionaire. See the back page for contact information. All food and beverage fees are billed by and paid to the concessionaire.

Alcoholic beverages are not permitted at Darlington, Orchard Hills, or Overpeck. Alcoholic beverages are available for sale **only** through the concessionaires at Valley Brook or beer only at Rockleigh. NJ State law prohibits individuals bringing their own alcohol to the course. All alcoholic beverages at Valley Brook and beer only at Rockleigh **must** be supplied by the concessionaire. Violators of this provision will be asked to leave the course.

Rules and Regulations

The outing coordinator is responsible for knowing the Department of Parks rules and informing all participant. Players are expected to follow the rules including those pertaining to dress, course conduct, age and gas cart usage. **Non-golfers (caddies, spectators, small children) are not allowed on the course.** Unruly behavior will not be tolerated. The Department of Parks reserves the right to remove any participant who fails to adhere to the golf course rules. Participants so removed will forfeit any fees paid.

Guidelines for outing participants:

- Arrive at least one hour before your tee time to insure the start is not delayed.
- Use appropriate tees for your skill level.
- Cooperate with the starter and rangers.
- No more than four players per group.
- Do not stop after nine for lunch.
- Always be aware of the pace of play and position on the course.
- Repair all ball marks, replace divots and rake bunkers after use.
- Obey cart regulations.
- Obey signals to discontinue play.

Dress Code

Proper dress is required at all times. Golf attire includes; collared shirts, slacks or mid-length shorts and skirts (5 inches above knee maximum). Clothing items not appropriate for the golf course include but are not limited to: tank tops, fishnet shirts, short shorts or short skirts, sweat pants, baseball pants, spandex or bike shorts, and jeans with holes. Golf shoes and sneakers are the only acceptable shoe permitted for play. Metal spikes are not permitted. This policy applies to both male and female golfers.

Inclement Weather

Outings will start at the scheduled time unless inclement weather causes a delayed start or the closure of the golf course. If the golf course is open the outing must be played. Course closure due to weather is at the discretion of the Golf Superintendent. In case of course closure Golf Administration will work with outing officials to reschedule the event. Golfers are encouraged to call the course before leaving for the outing.

Liability Disclaimer

Bergen County will not be held responsible for events beyond our control which may affect the outing to include but not limited to: personal injury, lost or stolen articles, weather, etc. **The Organization assumes responsibility for any and all damage to the course or golf carts caused by players in the outing.**

Tips for Running a Successful Outing

The best way to ensure a successful outing is to plan early and keep in contact with the golf course manager.

Getting Started

- Designate Committees and Chairperson.
- Set specific goals (# of players, \$\$ to be raised.)
- Set budget.
- Select course, date and time.
- Choose format for event.
- Complete Application for course and submit.**

Planning the Program

- Review Contract for golf course.**
- Mark calendar for dates and deadlines.
- Recruit volunteers.
- Create invitation and information sheet for Players.
Invitation: time, date, location, cost, entry due date.
Information Sheet: All of above plus event format, prizes, golf course information, map to course, course rules & dress code.
Reply Form: name, company, address, phone, email, shirt size, check off for level of participation.
- Create invitation to sponsors
Include various levels of recognition and participation.
- Discuss food and refreshment options with concessionaire.
- Plan gifts and awards.
- Develop database of potential sponsors and participants.

Marketing

- Arrange press release and publicity.
- Develop advertisements, posters, flyers.
- Send letter to sponsors.
- Follow up with personal calls to sponsors.

Time Line

12 to 9 months

6 months

3 months

1 month

10 days

3 days

Awards

- Order awards, tee gifts.
- Plan goody bags.

Invitations

- Mail invitations to players.
- Post flyers.
- Advertise.

The Golf Course Staff

- Meet with golf course manager to finalize event activities
Scoring, skill contests, additional carts, special requests.
- Confirm time and date with golf course manager.
- Confirm food arrangements with concessionaire.
- Review Confirmation from Golf Administration.
- Submit signed Confirmation form to Golf Adm.**
- Prepare tournament information sheet.

Final Preparation

- Confirm participation of players.
- Submit total payment to Golf Administration.**
- Create pairings & starting holes.
- Email/Fax pairings to Golf Course Manager.**
- Confirm final number of participants.
- Outline volunteer assignment

Post Event

- Results to papers, magazines.
- Thank You letter to participants, volunteers, staff, sponsors.

Tournament Day

- Meet with Golf Course Manager.
- Arrange final payment immediately following golf.**
- Volunteer meeting.
- Welcoming Committee.
- Registration.
Handouts, applications, rules, gifts, raffle tickets, tees pencils, display prizes.
- Announcements to golfers.
Cart Rules, Alcohol Rules, Have Fun Rules!
- Enjoy the round of golf.
- Return score cards to pro shop.
- Make final payment to Golf Course Manager, if needed.
- Awards Presentation.
- Enjoy the fruits of your labor.

Golf Outing APPLICATION

(submit this form to Golf Administration)

Organization

Contact Person

Last Name: _____ First Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Business: _____ Cell: _____

Email: _____

Secondary Contact

Last Name: _____ First Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Business: _____ Cell: _____

Email: _____

Application Fee \$40.00

A \$40.00 non-refundable application fee must accompany each application.

Important considerations when booking an outing:

- Shotgun outings require a minimum of 80 golfers.
- There are two types of outings:
Shotgun - all players begin at the same time.
Tee Time - players are paired in foursomes and the first four players begin at a designated starting time from the first tee. (Times every 10 minutes.)
- Outings are tentatively booked until Contract is complete.
- Application Fee is due with Application.
- Deposit is due with signed Contract.
- Confirmation and full payment is due (10) days before the outing.
- Golf Administration can help with questions regarding available dates, the application process or an outing contract.
- Clubhouse Managers can help with course setup and the specifics of each outing.

The Bergen County Department of Parks staff would like to assist you in planning an enjoyable day of golf. You are encouraged to contact the clubhouse manager or the Golf Administration Office to discuss the Outing.

Please **sign below and initial** the application in the designated areas under Type and Amount Due.

Applicant Signature

Print Name

Date

*** Please make copy of application for your records before submitting to Golf Administration.***

Send this sheet to Golf Administration.

Requested Date: _____

Second Choice: _____

Third Choice: _____

Golf Course: _____

Starting Time: _____

Type: _____ Shotgun _____ Tee Times

_____ I understand that a shotgun start requires payment for a minimum of 80 golfers. If less than 80 golfers have entered a shotgun event, the outing may either pay for the 80 golfers or change to a tee time outing.

Format of Play: _____ Individual _____ Scramble

Greens Fees per Person: \$ _____

No. of Players x _____

Total \$ _____

Less deposit \$ _____

Total Due \$ _____

Amount Due on ____/____/____

_____ I understand that full payment is due on the above specified date and that the check WILL NOT BE DEPOSITED until the day of the outing.

Additional Services Requested

Skill Contests: (see back page for suggestions):

	Men	Women
	(Indicate Holes Below)	

Long Drive	_____	_____
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Closest to the Pin	_____	_____
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Other	_____	_____
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(We do not put a circle on the green.)

Hole-In-One	_____	_____
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Minimum Yardage (Insurance)	_____	_____
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Scoring: _____ Gross _____ Logo Ball

_____ Net (GHIN) _____ Net (Callaway)

_____ Team (4) _____ Team (2)

Other: