



Tournament Application Request

Laguna Lake Golf Course, City of San Luis Obispo

Tournaments

The City of San Luis Obispo operates and maintains recreational facilities for the use of its residents and guests. When not in use for recreation programs or other city functions, facilities may be used by local groups and individuals for social, cultural or recreational activities, in accordance with Chapter 12.20 – Park Regulations of the City’s Municipal Code.

Submittal

Tournament Requests may be made up to 1 year in advance but ***not less than 10 days before the requested date*** and must be approved by the Recreation Coordinator before the event is scheduled and payment received.

Large Tournaments

Large tournaments are defined as an event that will require a course closure in order to allow play for every participant and special events and festivities that may ensue. Groups requesting golf course for large tournaments are required to contact the Recreation Coordinator at the Laguna lake Golf Course **to discuss available dates to host the event.** Facility use is not guaranteed unless this step is taken.

Applicant Information

Applicant:		
Company/Organization:		Non-Profit IRS# (if applicable):
Address:	City, State:	Zip:
Work Phone:	Mobile Phone:	
Email:		
On-Site Person Responsible for Event Operations:		
On-Site Person Mobile Phone:		
On-Site Person Email:		



Event Information

Event Name:		
Event Date(s):		
Set-Up Start Time:	Event Hours:	
Anticipated number of Participants:		
Green Fees Per Person (please circle one)	\$8.25 per 10 holes	\$15.00 for 20 holes
Shotgun Start:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Event Description: (Please include benefit, demographics, mission of event, any special request, etc.)		
If Non-Profit, Requesting Waive of Any Fees? <input type="checkbox"/> YES <input type="checkbox"/> NO (Please provide which fees you would like waived and why. Please note: Past tournament request does not automatically receive waive of fee)		
Cancellation Policy Should you, for any reason, need to cancel your event, you must notify the Recreation Coordinator. Written notice of cancellation (email ok) must be received no later than ten (10) calendar days prior to the reserved tournament date. Verbal cancellations will not be accepted. SHOTGUN BOOKING FEES are non-refundable.		



Event Details

Will the tournament permittee, hosts, guests or vendors be serving alcohol during this event?

****Alcohol May Be Served & Consumed at the BBQ area ONLY.****

****Alcohol is NOT Permitted on the Golf Course at Any Time.****

YES

- Alcohol use at the proposed location will need to be approved by the City's Parks and Rec department
- Event permittee must obtain an Alcohol Beverage License via ABC application provided by the Parks & Recreation department.
- ABC permit copy must be forwarded to the Parks & Recreation department no later than one week prior to the event.
- Permittee must obtain Liquor Liability Insurance in addition to Property Damage and General Liability Insurance
- Site map must include outlined designated area where alcohol is served/consumed
- Designated alcohol area must be fenced, have posted signs that identify the area and provide a minimum of six (6) security personnel to ensure that all alcoholic beverages remain inside designated area.

NO

City Municipal Code: 12.20.115

1. It shall be unlawful for any person to consume any alcoholic beverage in any city park or park area except:

- During an activity conducted pursuant to an approved park permit as specified in Section [12.20.050](#);
- During an authorized special event; provided, that consumption of alcohol is an approved condition for the special event.

2. Consumption of alcoholic beverages as described above shall be limited to the areas, times and places specified in the park reservation/permit or in the approved conditions for the special event. (Ord. 1309 § 12, 1996; Ord. 1270 § 1, 1994; Ord. 1066 § 1, 1986; Ord. 1042 § 2, 1985)

Will this tournament be promoted?

YES, *Check all that apply:*

Radio

TV

Newspaper

Social Media

Posters

Website

Other *Please Specify:*

NO

Will the tournament require any tables or chairs?

YES, *If yes, please specify type quantity of each:*

Tables: Quantity #: _____

Chairs: Quantity #: _____

NO



Requesting use of on-site BBQ facility FREE of charge?

- YES
- NO

Tournament Payment Schedule

- All Tournament applications must be submitted prior to approval to assure date availability, course maintenance availability and special requirements requested are accepted.
- The Recreation Coordinator or Starter will contact the applicant within 3 days of application approval to obtain tournament fees.
- **SHOTGUN Booking – Closed Course**
SHOTGUN Tournaments require a non-refundable BOOKING FEE of \$200.00. Once the application is approved and accepted, the \$200.00 BOOKING FEE is due within 2 days in order to reserve the reservation. (Please note this is not a deposit)
 - A Minimum of 36 golfers is required
 - A 50% non-refundable PARTICIPANT GREEN FEE of the ESTIMATED number of participants is due 48 hours, 2 days, before the scheduled Tournament date
 - The final participant count and PARTICIPANT GREEN FEE balance must be paid the day of the Tournament, before the Tournament commences
- **REGULAR Tournament Booking - Open Course**
 - No BOOKING FEE is required for a Regular Tournament
 - A Minimum of 16 golfers is required
 - A 50% non-refundable PARTICIPANT GREEN FEE of the ESTIMATED number of participants is due 48 hours, 2 days, before the scheduled Tournament date
 - The final participant count and PARTICIPANT GREEN FEE balance must be paid the day of the Tournament, before the Tournament commences

Tournament Participant Green Fees SHOTGUN or REGULAR

1 Round 10 Holes - \$8.25 pp

Replay Round 10 Holes - \$6.75 pp

2 Rounds 20 Holes - \$15.00



Hold Harmless Agreement

The undersigned (hereinafter the “applicant”) understands and agrees to be personally responsible for any damage sustained to the grounds, buildings, fixtures, or equipment, because of their use of City property.

The applicant certifies that he/she has read and agrees to the City’s Tournament Procedures and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant shall hold harmless and indemnify the City of San Luis Obispo, its elected officials, officers, employees, and agents from any damages that may arise because of the conduct of the tournament, program or event for which the permit is sought. The applicant agrees to defend, protect, indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers free and harmless from any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of applicant, its officers, agents, or employees in connection with the permitted event or activity. The applicant shall, at applicant’s own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City, its elected officials, officers, agents, employees, or volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its elected officials, officers, agents, employees, or volunteers as a result of the alleged acts or omissions or applicant or applicant’s officers, agents, or employees in connection with the uses, events, or activities under the permit.

The applicant further certifies under penalty of perjury under the laws of the State of California that the above information is a complete and accurate representation of the planned event.

--	--

Applicant's Signature

Date



Tournament Checklist (OFFICE USE ONLY)

Event Name: _____ Tournament Date: _____

Application Received By: _____

Approved by Maintenance Coordinator: YES NO Date: _____

Approved by Operations Coordinator: YES NO Date: _____

Host Contacted, Expectations Discussed: YES NO Date: _____

Notify Achievement House: YES NO Date: _____

Event Entered on Calendar: Starter/Date: _____ Golf NOW/Date: _____

Shotgun

\$200 FEE Received YES NO Date: _____

50% Participant Green Fee Received YES NO Date: _____

Final Golfer Count Participant Green Fee Received

Final Participant # _____

Final Payment Amount: \$ _____

Regular

50% Participant Green Fee Received YES NO Date: _____

Final Golfer Count Participant Green Fee Received

Final Participant # _____

Final Payment Amount: \$ _____

Alcohol Permit Received: YES NO Date: _____

Event Insurance with Liquor Liability Received (if Alcohol Requested): Date: _____

Club House Staff

****Please make sure the following items are stocked and equipment and locations are clean.***

<input type="checkbox"/> Scorecards	<input type="checkbox"/> Balls	<input type="checkbox"/> Hats/Visors	<input type="checkbox"/> Carts Clean
<input type="checkbox"/> Pencils	<input type="checkbox"/> Tees	<input type="checkbox"/> Rental Clubs Clean	<input type="checkbox"/> Pro Shop Clean
<input type="checkbox"/> Divot Tools	<input type="checkbox"/> Notepads	<input type="checkbox"/> Pull Carts Clean	<input type="checkbox"/> Outside Swept