



RIVERBEND

GOLF COMPLEX



253-TEE-TIME | 2019 WEST MEEKER STREET | KENT, WA 98032



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Dear Tournament Chairperson,

I would like to personally thank you for your previous business or your current interest in having your group or company event at the Riverbend Golf Complex. We appreciate your loyalty to our facility, and we hope you will retain our services for any outing you may have in mind during the 2019 season.

Our complex includes a championship-caliber golf course, a covered driving range, a fully stocked discount golf shop, a dining tent seating up to 180 people and an award/scoreboard area with a complete scoring package. We are currently in the process of procuring a food and beverage service for 2019 and beyond. I will keep you updated with any information as the process progresses. Please let me know if you have any questions.

Riverbend Golf Complex will do the best we can to accommodate any of your tournament needs, including modified shotguns, please enquire with any questions.

Enclosed you will find a tournament packet explaining provisions and responsibilities at our course. If you decide to choose our facility as your venue, please review the contract information carefully and send it back promptly as our schedule for the 2019 season will fill up quickly.

In completing your tournament contract, please list the following: two possible dates your event could be scheduled, the estimated number of players, and the approximate starting time. Please return your contract, along with a deposit of \$250. Shotgun event contracts must be accompanied by a \$750 deposit. All payments must be via check or credit card. All requests will be compared and tournament dates will be finalized by March 31, 2019. We will give our return customers top priority, so please take advantage of this early proposition.

Please give special notice to our firm guidelines: a solid count of players, any food requests, any damage caused to our facility during your event and final payment must be received no less than seven days prior to your event's date. If payment is not received seven days in advance, your event will be canceled. We do not give refunds for player no-shows, bad weather, or cancellations.

You will also find enclosed our tournament contract and rules sheet. If you should have any tournament questions, please give me a call at 253-856-5191 or email me at ehinrichs@kentwa.gov

Thank you for thinking of Riverbend Golf Complex,

Eric Hinrichs
PGA Professional / Tournament Director
ehinrichs@kentwa.gov



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It is the tournament chairperson's responsibility to ensure that each tournament attendee receives a copy of the following rules.

1. Tournaments will start from the #1 or #10 tee and tee time intervals will alternate every nine minutes. A course starter will be on the 1st tee to assist your players, and all tournaments must stay on time notwithstanding prior delays.
2. Every tournament contestant should arrive at the complex at least 30 minutes prior to their tee time.
3. All players must have their own set of golf clubs. Srixon golf club rentals can be reserved at \$30 for 18 holes and \$20 for 9 holes. A 7-day advance payment is required for all reserved rental sets.
4. It is unlawful to bring your own alcohol to the complex. No ice chests or coolers are allowed. In accordance with the state liquor law, our complex is a licensed premise. This rule is strictly enforced and violators will be asked to leave.
5. It is expected of all tournament players to maintain the golf course by fixing ball marks, replacing divots, raking sand bunkers, and observing all posted golf course and power car rules.
6. During the course of tournament play, course marshals will make sure your group's pace of play does not exceed 4.5 hours for your 18 hole round. Please honor all marshal requests - those playing behind you will appreciate it.
7. All tournament participants must have some golfing knowledge. We ask that your players have the ability to advance the golf ball and have the understanding that each foursome must maintain its position on the golf course at all times. Violators will be asked to pick up the pace twice. After two requests, slow players may be asked to leave the course.
9. All tournament players must play from the silver or gold tees. Championship tee usage will not be allowed.
10. Any destruction caused to the golf course and/or club and power car rentals while in the tournament groups' possession, normal wear being accepted, shall be billed directly to the tournament chairperson.
11. We are currently in the process of procuring a food and beverage service for 2019 and beyond. I will keep you updated with any information as the process progresses. Please let me know if you have any questions.

The staff and I have the ability to revoke playing privileges of any player we deem uncooperative or unruly. We want all of our golfing patrons, tournament players included, to have an enjoyable experience at the Riverbend Golf Complex.

Eric Hinrichs

PGA Professional / Tournament Director

253-856-5191

ehinrichs@kentwa.gov



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2019 Golf Tournament Agreement

- Each application must be accompanied by a \$250 deposit

- Deposits are refundable if event is cancelled 30 days prior to your event.

- Checks payable to Riverbend Golf Complex.

- Payment can be sent to: 220 4th Avenue South | Kent, WA 98032 | Attn: Eric Hinrichs, PGA Professional

Tournament Name: _____ Email Address: _____

Chairperson: _____ Day Phone: _____

Address: _____ City: _____ Zip: _____

1st Choice Date: _____ # of Players: _____ 1st Tee Time: _____

2nd Choice Date: _____ # of Players: _____ 1st Tee Time: _____

- The chairperson is responsible for making sure all tournament players understand the requirements for golf events at the Riverbend Golf Complex. A tournament rules sheet is included for distribution among your tournament group.

- Confirmation of exact number of players, food provisions, and final tournament payment must be received no less than 7 days prior to the event. Payment must be presented by personal (company) check or major credit card.

Mandatory fees for all tee time tournament groups

October - March

Monday - Thursday	\$36
Friday - Sunday	\$42
Golf Cart - Per Seat	\$15

April - September

Monday - Thursday	\$44
Friday - Sunday	\$50
Golf Cart - Per Seat	\$15

- All tee time tournament fees include green fees, and prize fund allocation (\$6.⁰⁰ Per Player)

- Prize fund allocation to be redeemed in Riverbend Merchandise or broken down into gift card form

- Tournaments on a tee time basis will not start until 9:00 a.m. on weekends

I have read the following contract and rules sheet and ensure that my tournament group will comply with all these provisions

Tournament Chairperson: _____ Date: _____

PGA Professional: _____ Date: _____

Date Paid: ____ / ____ / ____

Number of Players / Green Fees: _____ x \$ _____ = \$ _____

Number of Players / Prize Fees: _____ x \$ _____ = \$ _____

Golf Carts Reserved: _____ x \$ _____ = \$ _____

Club Rentals: _____ x \$ _____ = \$ _____

Optional Scoring Package: _____ x \$ _____ = \$ _____

Total Tournament Fees: = \$ _____

Deposit Paid: = \$ -250

Remaining Balance Due On: ____ / ____ / ____ = \$ _____

Tournament
Number:



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2019 Shotgun Golf Tournament Agreement

• Each application must be accompanied by a \$750 deposit

• Checks payable to Riverbend Golf Complex.

• Payment can be sent to: 220 4th Avenue South | Kent, WA 98032 | Attn: Eric Hinrichs, PGA Professional

Tournament Name: _____ Email Address: _____
Chairperson: _____ Day Phone: _____
Address: _____ City: _____ Zip: _____
Tournament Date: _____ # of Players: _____ 1st Tee Time: ☐ 7:30 a.m.
☐ 1:30 p.m.

• The chairperson is responsible for making sure all tournament players understand the requirements for golf events at the Riverbend Golf Complex. A tournament rules sheet is included for distribution among your tournament group.

• Confirmation of exact number of players, food provisions, and final tournament payment must be received no less than 7 days prior to the event. Payment must be presented by personal (company) check or major credit card.

Mandatory fees for all tee time tournament groups

October - March

Monday - Thursday \$5,500
Friday - Sunday \$6,200

April - September

Monday - Thursday \$8,700
Friday - Sunday \$9,500

• The following fees include green fees, power carts, range balls, prize fund allocation, cart staging and personalization

I have read the following contract and rules sheet and ensure that my tournament group will comply with all these provisions.

Tournament Chairperson: _____ Date: _____

PGA Professional: _____ Date: _____

			Date Paid: ____ / ____ / ____
Number of Players / Green Fees:	_____ x \$ _____ = \$ _____		
Number of Players / Prize Fees:	_____ x \$ _____ = \$ _____		
Golf Carts Reserved:	_____ x \$ _____ = \$ _____		
Club Rentals:	_____ x \$ _____ = \$ _____		
Optional Scoring Package:	_____ x \$ _____ = \$ _____		
Total Tournament Fees: = \$ _____		<div>Tournament Number: _____</div>	
Deposit Paid: = \$ -750			
Remaining Balance Due On: ____ / ____ / ____ = \$ _____			