



TOURNAMENT

Request Form

Event Information :

Name of host : _____ Founder/Nominee # : _____ (if applicable)
 Name of company : _____
 Name of Event : _____
 Contact Person : _____
 Telephone : _____ Fax # _____ Hp # _____
 Proposed day /date : _____
 Number of Participant:
 • Founder/Nominee : _____
 • Guest : _____
 Total of Participant : _____ Pax
 Preferred tee time : _____
 Format : _____
 Course : *South / West / North*
 Tee Box : *White / Blue / Black / Red*

Food & Beverage Requirements

Breakfast (menu & number of pax) : _____ guarantee for : _____ pax
 Lunch (menu & number of pax) : _____ guarantee for : _____ pax
 Dinner (menu & number of pax) : _____ guarantee for : _____ pax

Other Requirements

Function Hall Yes No Location : _____
 VIP Room (Royale Suite/Royale 1 -5) Yes No
 Novelty Holes with caddie attendants:
 • Nearest to the Pin Yes No Hole # : ____ (South/West/North)
 • Longest Drive Yes No Hole # : ____ (South/West North)
 • Nearest to the Line Yes No Hole # : ____ (South/West/North)
 • Hole In One Yes No Hole # : ____ (South/West/North)

Additional Requirements :

Pairing, Scoring services Yes No
 Banner Installation Yes No Total pcs : _____
 Backdrop Installation Yes No
 Stage & Mini Garden Yes No
 Skirting & Ribbon Yes No
 Pawang Hujan Yes No
 Goodie Bags arrangements Yes No
 Prize & Goodie Bags table (free of charge) Yes No
 Ante Jackpot (progressive) Yes No
 Sponsor table (free of charge) Yes No (maximum 3 tables)

Billing Instructions

Golf Charges (green fee, caddie fee, tax & insurance) master account individual payment
 F&B Breakfast, Lunch & Dinner master account individual payment
 Food & Beverage on the course (Cooler Box & Kiosk) master account individual payment
 Additional Requirement charges (Proshop etc) master account individual payment

Special instruction: _____

Organizer's signature _____ Date submitted _____

Please complete and return this form by fax at 021.80878877

Attn to : Rini / Mulya / Aida
Royale Jakarta Golf Club
Office Mobile Phone : 0855.841.1739



TOURNAMENT

Terms And Conditions Form

A. Royale Jakarta Golf Club

is pleased to accept tournament applications for Tuesday – Friday and Sunday play (excluding public holidays). Saturday and Public Holiday is designated for Founder/Nominee play only and tournaments will not be accepted at these times.

As Royale Jakarta Golf Club is a semi private facility with a space conscious clubhouse design, tournament numbers are strictly limited to 140 players. No tournament exceeding this number will be accepted.

B. Tournament Application Form

1. Tournament details and application form must be submitted to the club minimum of 4 weeks in advance
2. All applications submitted are subject to review by Club Management prior to acceptance.
3. The Club will confirm or reject a Tournament Application in writing within 2 days of receipt of application form.

C. Food & Beverage

1. All tournament participants are required to confirm consumption of breakfast and/or lunch and/or dinner at the Club. A variety of menus are attached. Other menus are available upon request.
2. The selection of menu(s) and guaranteed numbers must be made a minimum of 6 (six) working days before the tournament.
3. Food and Beverage from outside the club is not permitted to be brought in and consumed at the Club, unless approved prior. In case of approval, appropriate corkage charge will be levied.
4. The guaranteed minimum number will be charged. Additional attendees may result in additional food and beverage charges.

D. Payment of Tournament Fees

1. Once a tournament application has been approved, a 50% deposit of the Golf Tournament fees (green fees, caddy fees, insurance fees and / or closure fee) is required to secure booking.
2. The balance of 50% of the above fees must be paid one week before the tournament day. 100 % of Food & Beverage consumption must be paid three days before the tournament day – no credit terms will be entertained
3. There will be 2% additional charged for payment by credit card more than Rp. 10.000.000,-.

E. Cancellation Policy

The following cancellation charges will be applied for cancellations of tournaments (for groups of 40 or more) :

- | | |
|--|---|
| • Cancellation made up until three weeks in advance | - No charge |
| • Cancellation made from 14 – 20 days in advance | - 25% of tournament deposit |
| • Cancellation made from 8 – 13 days in advance | - 50% of tournament deposit |
| • Cancellation made from 0 – 7 days in advance (all size groups) | - 100% of tournament fees and 50% of Food charges |

F. Change in Number of Players

Once a tournament application is approved, the Tournament Host may request in writing to increase the number of players, should he desire. Any approval is subject to availability of tee times and Club Management discretion. If approved, the additional tournament fees must be settled in accordance with the guidelines above.

G. Rain Policy

1. Should the course be closed due to rain and be unable to reopen within 2 hours of suspension, a refund of golf fees will only be made in the form of rain checks if less than 5 holes have been completed by all players. If more than 5 holes have been completed, no rain checks will be issued.

(Rain checks are valued at 50% of green fee only).

2. The term and condition of the Tournament Rain Check Policy is differed to the Individual Rain Check Policy and strictly applied to those of Tournaments. **The Rain Check will be issued to the Organizer and not to the Players.**

H. Club Rules & Regulations

- All players are required to be in possession of a recognized golfing handicap.
- All players are required to observe Club rules & regulations, which are available for review by tournament organizer.
- Please ask your players to wear collared golf shirts (polo style), tailored golf shorts or trousers, socks and soft spike golf shoes.
- No Denim Jeans, one bag set of golf clubs per player.



I. "RJGC MELARANG KEGIATAN YANG BERSIFAT MELANGGAR NORMA-NORMA KESOPANAN UMUM, KESUSILAAN, PERJUDIAN DAN MELANGGAR KETERTIBAN UMUM YANG DISELENGGARAKAN OLEH ORGANIZER. DALAM HAL INI RJGC SELAKU PEMILIK PROPERTI BERHAK PENUH UNTUK MENGHENTIKAN KEGIATAN DI ATAS".

I have read and understand all terms and conditions above and declare responsible for any mislead by any participants during my event.

Name and signature

Date