

## GROUP BOOKING POLICY AND PROCEDURE

### **1. Introduction**

The following document explains the group booking policy and procedure for groups to arrange advance golf bookings including 18-hole and 9-hole rounds with or without F&B service.

### **2. Definition of a Group**

- a. Golf Society: A golf society registered with Hong Kong Golf Association
- b. Corporation: A statutory corporation which is registered under the laws of HKSAR
- c. Club/Association: Club or association which is registered under the laws of HKSAR
- d. Private: Group other than a, b, or c above

### **3. Registration**

- a. All groups must register with The Jockey Club Kau Sai Chau Public Golf Course (“the Golf Course”) prior to any application for making bookings.
- b. Acceptance of registration is subject to review and at the discretion of the Golf Course.

### **4. Group Qualifications for Play**

- a. Group golf booking must meet a minimum number of 8 golfers.
- b. All registered groups are required to complete an application form for each booking.
- c. Handicap requirements for players:
  - South Course: 25% or more of the players are holding KSC Golf Pass or official handicap as defined in the KSC qualifications for play.
  - North Course: 25% or more of the players are holding KSC Golf Pass or official handicap as defined in the KSC qualifications for play.
  - East Course: 50% or more of the players are holding KSC Golf Pass or official handicap as defined in the KSC qualifications for play.

### **5. Golf Booking**

A group may book up to a maximum of 12 calendar months in advance. All bookings are taken on a first-come-first-served basis.

#### **a. Criteria**

- Allocation of tee times is at the discretion of the Golf Course.
- The event organizer is responsible to ensure that the group and the players meet the Golf Course requirements including the handicap requirements and conditions of play.

b. Confirmation

- A confirmation will be sent by email to the contact person after the application is accepted.
  - Numbers of golfers must be confirmed and guaranteed in writing 14 days prior to the event date.
  - Final payment is based on the guaranteed number of players regardless of the actual “tee slots” utilized on the event day, other than in the case of increased player numbers which is subject to availability of tee times.
- c. Group bookings will be cancelled if the confirmation is not received and the event booking tee times will be made available for the general public.
- d. The Golf Course does not guarantee to accommodate increased number of tee slots after confirmation.

**6. Payment**

a. Deposit

- A deposit of 50% of the estimated total cost must be paid 30 days prior to the golf day.

b. Balance

- The balance of estimated total cost must be paid 10 days prior to the golf day.
- Any additional expenses must be settled on the event day unless agreed by the Golf Course prior to the event day.
- No refund would be made after receipt of payment(s) for confirmation.

**7. Cancellation Procedures and Cancellation Fees**

a. Notification of cancellation to the Golf Course must be made in writing.

b. In the event of course closure, the following arrangements will be made for group bookings:

- In the event of course closure, when play has not begun or the group booking could not be accommodated after reopening, an alternative date will be arranged with the event organizer.
- In the event that play has begun and the course is then closed, group bookings would be handled according to the Golf Course inclement weather policy.
- Charges for ferry fee would not be refunded.

c. The Golf Course will be closed in the event that typhoon signal no. 3 or higher is in effect. Under this circumstance, the golf day will be rescheduled. No refund will be made.

## 8. **Group Booking Packages**

- a. Package price would vary depending on the group type, group size and date of event.
- b. Tee times will be allocated by the Marketing and Event Services Department.
- c. A quotation of package price could be offered according to your request by contacting the Marketing and Event Services Department.
- d. Basic packages of 18-hole golf days are listed as follows:

### Club / Association / Private Group

All-Year Round (Excluding Weekends & Public Holidays in Oct-Dec)	<ul style="list-style-type: none"> <li>- 18-hole green fee</li> <li>- Ferry fee</li> <li>- Gift voucher of \$100 for Coffee Shop / Pro Shop (Valid for 1 year from the event date)</li> </ul>
Weekends & Public Holidays (Oct-Dec)	<ul style="list-style-type: none"> <li>- 18-hole green fee</li> <li>- Ferry fee</li> <li>- Gift voucher of \$500 for Coffee Shop / Pro Shop (Valid for 1 year from the event date)</li> </ul>

### Corporation (Small Group: 8-29 persons)

Weekdays	<ul style="list-style-type: none"> <li>- 18-hole green fee</li> <li>- Ferry fee</li> <li>- Set lunch/dinner</li> <li>- Gift voucher of \$200 for Coffee Shop / Pro Shop (Valid for 1 year from the event date)</li> </ul>
Weekends & Public Holidays (Oct-Apr)	<ul style="list-style-type: none"> <li>- 18-hole green fee</li> <li>- Ferry fee</li> <li>- Gift voucher of \$500 for Coffee Shop / Pro Shop (Valid for 1 year from the event date)</li> </ul>
Weekends & Public Holidays (May-Sep)	<ul style="list-style-type: none"> <li>- 18-hole green fee</li> <li>- Ferry fee</li> <li>- Gift voucher of \$200 for Coffee Shop / Pro Shop (Valid for 1 year from the event date)</li> </ul>

### Corporation (Large Group: 30 persons or above)

Weekdays	<ul style="list-style-type: none"> <li>- 18-hole green fee</li> <li>- Ferry Fee</li> <li>- Buffet lunch/dinner</li> <li>- Gift voucher of \$300 for Coffee Shop / Pro Shop (Valid for 1 year from the event date)</li> </ul>
Weekends & Public Holidays (Oct-Apr)	<ul style="list-style-type: none"> <li>- 18-hole green fee</li> <li>- Ferry Fee</li> <li>- Gift voucher of \$500 for Coffee Shop / Pro Shop (Valid for 1 year from the event date)</li> </ul>
Weekends & Public Holidays (May-Sep)	<ul style="list-style-type: none"> <li>- 18-hole green fee</li> <li>- Ferry Fee</li> <li>- Gift voucher of \$300 for Coffee Shop / Pro Shop (Valid for 1 year from the event date)</li> </ul>

### Golf Society (Registered at Hong Kong Golf Association)

All-Year Round (Excluding Weekends & Public Holidays in Oct-Dec)	<ul style="list-style-type: none"> <li>- 18-hole green fee</li> <li>- Ferry fee</li> <li>- Gift voucher of \$100 for Coffee Shop / Pro Shop* (Valid for 1 year from the event date)</li> </ul> <p><i>* The gift voucher could be waived if the group size is 12 persons or above</i></p>
Weekend & Public Holidays (Oct-Dec)	<ul style="list-style-type: none"> <li>- 18-hole green fee</li> <li>- Ferry fee</li> <li>- Gift voucher of \$200 for Coffee Shop / Pro Shop (Valid for 1 year from the event date)</li> </ul>

e. 2-tee start event could be arranged on South Course or North Course on weekdays with at least 80 persons guaranteed. Shotgun event could be arranged on South Course or East Course on weekdays. F&B service must be included. For package details, please contact the Marketing and Event Services Department.

f. Contact us:

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