



## LARGE GUEST GROUP BOOKING PROTOCOLS

**Last Reviewed and Approved: June 28th, 2023**

### Overview:

BGC operates using a balanced approach to allocating space for Guest play and Member play. This business model allows the club to generate green fee revenue from guest group events in addition to regular green fee revenue, all of which enables BGC to continue offering relatively affordable annual membership fees. The following principles are to provide guidance and enhance transparency as it relates to group event booking practices. The procedures outlined in this document may be edited and updated at any time based on the required revenue and current business levels of BGC. Changes to these procedures must be approved by the BGC Board of Directors.

### Member Event Priority:

- A Member Event is defined as any event for which registration is open to all members and their respective divisions. (Some Examples Include: Junior Day, Ladies Day, Sr Men's Day, Social Nights, Club Championship etc.)
- Member Events have scheduling priority at the beginning of each season when the calendar of club events is being prepared. The events calendar is typically populated in late March. Accordingly BGC must receive the requested dates for club sanctioned events from the member event coordinators prior to mid-March each year.
- Scheduled member events have priority in the events calendar and will not be "bumped" in order to "make room" for guest groups.
- Meals may be associated with large group bookings. Where this is the case, temporary closure of the restaurant may be required. That said, public group events will not take priority over previously scheduled food & beverage member events (Some Examples Include: social nights, Ladies AGM, etc.).
- Following the entry of member events in the events calendar, BGC staff will have access to all unpopulated dates in the calendar to schedule guest groups as per the guidelines listed below.

### Guest Group Rates:

BGC has an established set of Daily Green Fee and Cart Rental rates, which are summarized as, Regular Rate, Member Rate (Includes Guest of a Member), and Twilight Rate. This set of fees is reviewed and approved in March of every season by the BGC Board of Directors. The same set of daily fees is to be used to determine Green Fee and Cart Rental pricing for larger groups of public players.

**Note:** Twilight Rates are in affect after 4pm during the peak season, and all day during the shoulder seasons. Any public player or group will be offered the Twilight rates during these periods.

# of Players	Starting Format Available	Green Fee Price	Cart Rental Price
12-27	Tee Times	Member Rate	Regular Rate
28-48	Tee Times or Half Day Shot Gun	Member Rate	Regular Rate
49+	Half or All Day Shot Gun	Twilight Rate	Regular Rate

**Miscellaneous:**

- Weekends are considered to include Friday, Saturday, and Sunday.
- Monday "Holidays" are considered part of a weekend.
- Shoulder seasons are from Opening until Victoria Day Friday, and the 1st Monday in October until closing.
- On the daily tee sheet, 1 tee time per hour is reserved for Green Fee players only. At the same time that reservations are confirmed for large groups (3 or more consecutive tee times), an equal number of additional "Green Fee" starting tee times will be made available for member only bookings up to 7 days in advance. Note: The number of Tee Time(s) released will be based on whether the additional tee times are for 9 holes or 18 holes.
- All rental carts, clubs, and equipment will require a signed damage waiver from all public players.
- Members are not able to book large groups of members in advance.
- The Golf for Fisherman's Hospital Tournament is considered a "Grandfathered" Event. Therefore some of the procedures in this guideline do not apply to this event. This event will always be scheduled on the last Saturday of September regardless of any other event or Holiday conflicts.

**Playing Group Sizes:**

- When using Tee Times, the maximum number of players in each group is 4.
- When using a half day shotgun format the maximum number of players in each group is 4.
- When using a Full day shotgun format the maximum number of players in each group is 8.

Note: It is suggested that events do not exceed 12 groups in a shotgun format. Doing so will significantly slow down the pace of play and the amount of time it takes to play the round.

**Guest Group Starting Times:**

- During peak season, Larger Groups using 3 or more consecutive tee times must tee off between 7am and 9am, or begin teeing off after 3pm.
- During Shoulder seasons Larger Groups using 3 or more consecutive tee times must tee off between 8am and 10am, or begin teeing off after 4pm.
- 18 Hole Half Day Shotgun events are to be scheduled to start at either 8:30am or 1:30pm.
- 9 Hole Shotgun events are to be scheduled to start at 8:30am or 5pm.

**Shoulder Season Guest Group Restrictions:**

- A maximum of 1 group using 3-6 consecutive Tee Times will be scheduled per weekend.

**Note:** Multiple small Guest groups may be combined together to create a large group of up to 6 consecutive Tee Times.

- Large guest groups are able to be booked on the same weekend as a large member event in the shoulder seasons.
- Half Day Guest Shot Guns are permitted on weekdays.
- Half Day Guest Shot Guns on weekends are limited to 1 event per shoulder season.
- All Day Guest Shotguns on Weekends are limited to 1 event per shoulder season.

**Note:** These spaces are currently held by the Burg Classic and Golf for Fisherman's fundraising events.

**Peak Season Group Restrictions:**

- A maximum of 1 group using 3-6 consecutive Tee Times will be scheduled per weekend.

**Note:** Multiple small Guest groups may be combined together to create a larger group of up to 6 consecutive Tee Times.

- Large guest groups are not permitted to be booked on the same weekend as a large member event in peak season.
- Half Day Shot Guns are not permitted on weekends in peak season.
- Half Day Guest Shot Guns are permitted on weekdays in peak season.
- All Day Guest Shot Guns are not permitted during the peak season.