



## Joseph M. Bartholomew, Sr. Municipal Golf Course Tournament Application

Date of Application: \_\_\_\_\_

The City of New Orleans Department of Parks & Parkways requires the submission of a fully completed and duly executed application as a prerequisite to consideration for hosting a tournament. Upon approval of the application, the lessee shall be required to remit a deposit equal to thirty percent (30%) of the total fees and to enter into a tournament contract as conditions precedent to securing the reservation.

Submit application by mail or email to

Address: Joseph M. Bartholomew, Sr. Municipal Golf Course  
6514 Congress Drive  
New Orleans, Louisiana 70126

Email: [playnolagolf@nola.gov](mailto:playnolagolf@nola.gov)

### Contact Information

Primary Contact: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Tournament Information

Requested Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Detailed Tournament Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Setup Start Time: \_\_\_\_\_ Take Down/Cleanup Time: \_\_\_\_\_

Tournament Start Time: \_\_\_\_\_ Tournament End Time: \_\_\_\_\_

Anticipated # of Golfers: \_\_\_\_\_ Additional # of Golf Carts Requested: \_\_\_\_\_

Closest to the Pin: \_\_\_\_\_ Longest Drive: \_\_\_\_\_

Format of Play (select one):  Best Ball  Individual  Scramble  Shotgun

Will range balls be used?  Yes (a fee of \$5 per player shall be assessed)  No

Will outside food be served?  Yes \*  No

Will outside beverages be served?  Yes \* (a City & State liquor permit is required)  No

If yes, how many beverage carts are needed? \_\_\_\_\_ (ice not provided)

Indicate if any of the following will be brought in:

Chairs  Tables  Tents  Sound System or DJ  Amplified sound or PA system  Score

Board

Other: \_\_\_\_\_

### TOURNAMENT FEES

**\$50 per person**

Price per player includes green fees and golf cart rental for every two people.

**\$5 per person if range balls are used**

### Facility Policies

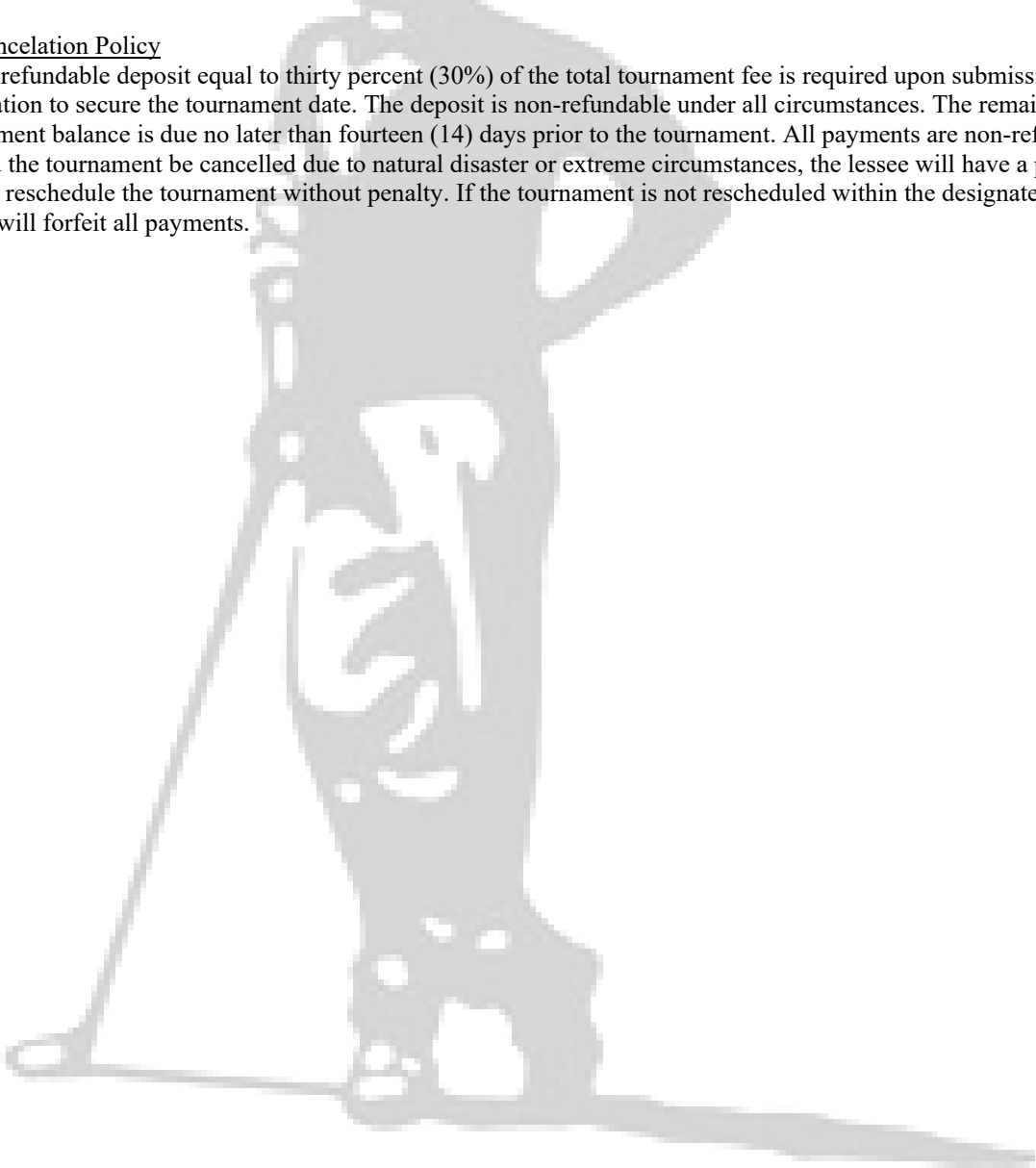
1. Golf dress required.
2. The earliest tournament time available is 8 a.m. Setup can begin at 6:30 a.m. for an 8 a.m. tournament.
3. The Department of Parks & Parkways reserves the right to charge a \$250 late fine for each commenced 30-minute period after the schedule tournament start time. Time is billed in 30-minute increments and any portion thereof shall be considered a full increment for billing purposes.
4. All cleanup must be finished an hour after the tournament play ends.
5. Decorating, set up, or deliveries must be included within the rental period.
6. No confetti, glitter, piñatas, or similar materials may be used for decorations or thrown in or around the facilities.
7. Smoke machines, bubble machines, fog machines, and similar devices are not permitted in or around the facilities.
8. No staples, tacks, or other damaging materials can be used on the floors or walls of the facilities.
9. No fireworks, sparklers, Japanese lanterns, or similar items are permitted to be used in or around the facilities.
10. Music is permitted, however, must always be kept at a reasonable volume. The Department of Parks & Parkways staff have the right to control music volume or halt play.
11. The organizer, tournament sponsor, or others may not sell merchandise or products in direct conflict with the Joseph M. Bartholomew, Sr. Municipal Golf Course Pro Shop.
12. The facilities should be left in the condition in which they were found.
13. The lessee is responsible for the removal of all signage, tee signage, flags, etc.
14. The lessee is responsible for collecting, bagging, and dumping all trash in the onsite dumpster.
15. Drug use on City of New Orleans property is strictly prohibited. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or illegal drugs on City property. Violators will be prosecuted to the full extent of the law.
16. The possession or use of weapons of any kind is strictly prohibited. Violators will be prosecuted to the full extent of the law.
17. The Department of Parks & Parkways reserves the right to require and regulate security personnel for any tournament. If required by the Department, the lessee shall provide security personnel at the lessee's expense.
18. No animals are permitted on the premises with the exception of service animals (i.e. guide dog).
19. The lessee must be 21 years of age or older and is responsible for the group's conduct and usage of the facility. It is the lessee's responsibility to supervise all guests, including children and minors. The lessee cannot sublet the facility/rental under any circumstances. Any group who abuses the facility or violates rules and regulations will be asked to leave and charges for damages will be assessed. Any abuse of Department of Parks & Parkways staff is grounds for permit/rental forfeiture. If any group or individual is asked to leave the premises, they must do so promptly and forgo any refund.
20. The City of New Orleans Department of Parks & Parkways reserves the right to require lessee to procure and maintain public liability insurance against any loss or liability for damage which might result from or arising from its rental and use of the City's facilities either to persons or property in the amount of \$1,000,000 liability and 2,000,000 aggregate listing Joseph M. Bartholomew Sr. Golf Course, the City of New Orleans, its agents, officers, and employees as additionally insured prior to the rental date of the City's facilities. The primary point of contact, as listed on the Rental/Permit Application, must be named on the certificate of insurance. If a copy of the insurance certificate is not on file prior to the event, access to the facility/venue will automatically be denied. Contact your insurance agent to provide the insurance documents or consider obtaining special short-term event insurance.

### Food and Beverage

1. Food and beverages must be secured through the Clubhouse's on-site caterer, The Back Nine, for first right of refusal. The Back Nine contact is Keith Swanier II (theback9nola@gmail.com).
2. \* Food and beverage not purchased through The Back Nine are subject to a \$5 "corkage fee" per tournament participant when Outside Vendor beverages are served and a \$5 "corkage fee" per tournament participant when Outside Vendor food is served, be paid directly to The Back Nine.
3. Alcoholic Beverages not purchased through The Back Nine require a (1) City of New Orleans Special Event Permit and a (2) Louisiana Office of Alcohol and Tobacco Control's Special Event License.
4. Lessee and/or organization providing outside alcoholic beverages shall maintain Liquor Liability Insurance coverage, with limits of liability of not less than \$1Million each occurrence / \$2 Million aggregate. The City, its officers, officials, employees, and volunteers are to be covered as "Additional Insured" with respect to liability arising out of the consuming, sale and/or serving of alcoholic beverages. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, or volunteers.

### Deposit and Cancellation Policy

1. A non-refundable deposit equal to thirty percent (30%) of the total tournament fee is required upon submission of this application to secure the tournament date. The deposit is non-refundable under all circumstances. The remaining tournament balance is due no later than fourteen (14) days prior to the tournament. All payments are non-refundable.
2. Should the tournament be cancelled due to natural disaster or extreme circumstances, the lessee will have a period of one year to reschedule the tournament without penalty. If the tournament is not rescheduled within the designated period, the lessee will forfeit all payments.



I, the undersigned, having read and being in full agreement with the above conditions, will comply with all policies and ordinances of the City of New Orleans. I will assume responsibility for any damage to the property or equipment thereof and will pay a fair price determined by the Department of Parks & Parkways for said damage. I do hereby waive, absolve, indemnify, and agree to hold harmless the City of New Orleans, the Department of Parks & Parkways, Joseph M. Bartholomew Sr. Golf Course, the organizers, sponsors, supervisors, and participants for any claim arising out of any accident or liability insurance that I may have.

I, the undersigned, acknowledge and agree that this tournament is a private event and that registration is not open to the general public.

I, the undersigned, certify that the information that we have provided on this application is true and accurate to the best of my knowledge. If tournament plans change, I will submit a revised application accordingly. I agree to abide by all the rules and stipulations listed in the Application.

I, the undersigned, acknowledge that any false or misleading information is provided, the City reserves the right to terminate your tournament on site and keep your deposit.

Primary Contact Signature: \_\_\_\_\_

Primary Contact Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Tournament approved by: \_\_\_\_\_

30% Tournament Deposit Due (based on anticipated # of golfers): \$ \_\_\_\_\_

Tournament Total (less the 30% deposit): \$ \_\_\_\_\_

Tournament Deposit Received by: \_\_\_\_\_

Security requirements: \_\_\_\_\_

\_\_\_\_\_

Insurance requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_