



### TOURNAMENT / GROUP BOOKING REQUEST FORM

Thank you for your interest in having Cedar Hill Golf Course host your event.  
Please complete the information required below and return this form via email to:  
Laird White, Director of Golf [laird@lakelandgolfmanagement.com](mailto:laird@lakelandgolfmanagement.com)

**All requests are reviewed in accordance with the Group Booking and Tournament Guidelines.  
As posted on the District of Saanich website**

GROUP NAME: \_\_\_\_\_  
COORDINATOR (S) \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
Phone number (s) \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
Phone number (s) \_\_\_\_\_

**Please provide up to 3 dates in order of preference**

Preferred date	Please provide a brief description of you event
Option #1 _____	
Option #2 _____	
Option #3 _____	

**REQUESTED START TIME** \_\_\_\_\_ AM \_\_\_\_\_ PM

<b>Type of event</b>		<b>#of holes (circle)</b>	<b>Food &amp; Beverage</b>
Group Booking 12-24 people	<input type="checkbox"/>	9      18	<input type="checkbox"/> Yes
Tournament 25+	<input type="checkbox"/>	9      18	<input type="checkbox"/> No
Type of format: Individual ( ) Scramble ( ) Other ( ) please specify _____			

**Anticipated participation number** \_\_\_\_\_  
Final confirmed number are required 7 days in advance  
**THIS IS THE MINIMUM AMOUNT TO BE CHARGED**

**REQUEST ARE REVIEWED AS RECEIVED AND EVERY EFFORT IS MADE TO PROVIDE  
RETURN CORRESPONDENCE WITHIN 5 BUSINESS DAYS. THANK YOU**

**OFFICE USE ONLY**  
Request received on \_\_\_\_\_

<b>BOOKED ( )</b>	<b>UNABLE TO HOST EVENT ( )</b> Reasoning _____ _____ _____ <b>NOTES</b> _____ _____
<b>UPLOADED TO TEE SHEET ( )</b>	
<b>DEPOSIT REQUIRED (Y) (N)</b>	
<b>DEPOSIT AMOUNT \$</b> _____	
<b>APPLIED TO ACCOUNT ON</b> _____	

**CORRESPONDENCE SENT** \_\_\_\_\_ **STAFF SIGNATURE** \_\_\_\_\_