



Players' Memo

28th February to 1st March 2020
Old Course, Hong Kong Golf Club

<http://www.efghkladiesopen.com/>

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TOURNAMENT SCHEDULE

DATE	TIME	EVENT	VENUE
25th, 26th February	08:00-15:00	Registration	Tournament Office
	07:00-19:00	Practice	Old Course
27th February	6:30	Registration & Breakfast for ProAm	Tournament Office/ Tournament Dining Room
	8:00	ProAm (shot gun)	Old Course
	13:00	Lunch & Prize Presentation	Verandah
	14:30	Press Conference	Players' Lounge
	13:30 (approx.)-19:00	Practice	Old Course
28th February	tee off from 6:50	Tournament Round 1	Old Course
29th February	tee off from 6:50	Tournament Round 2	Old Course
1st March	tee off from 7:30	Final Round	Old Course
	16:30	Prize Presentation	Practice Putting Green

Club Contacts:

Telephone – (852) 2670 1211

Address – Hong Kong Golf Club, Lot No. 1 Fan Kam Road, Sheung Shui, New Territories, Hong Kong

REGISTRATION

Players are to register at the tournament office by 3:00pm on the 27th February 2020.

CADDIES

House caddies are available at the rate of HKD550 per round (inclusive of tips), payment to caddie direct in cash at the end of each round.

Players are to register with caddie master to get an assigned caddie.

COURSE GUIDE

Tournament guide will be available for sale in the tournament office.

LUGGAGE

A storage room at the caddie master has been allocated for players to store their luggage (if any) and no luggage is to be left at the locker rooms or inside the clubhouse.

PRACTICE

Practice facilities are available for players from 05:30 to 19:00. Putting greens are located next to the 1st tee and 18th green.

Tee time bookings at Old Course first tee for on course practice.

PLAYERS' BADGE

Players are required to carry the badge at all times in the clubhouse area for identification purpose.

GUEST BADGE

Each player is entitled to have 2 guest badges, guests are required to carry the badges at all times in the clubhouse area for identification purpose.

DEBIT CARD

Cash is accepted at Pro Shop and halfway house behind the 9th green / 13th green but not elsewhere inside the clubhouse. Players can purchase debit cards at incremental values of HKD100 or HKD500 from the club reception.

NOTICE BOARDS

All notices in relation to the tournament will be posted on the notice board, one at the covered area below the tournament office and one at the lobby of the official hotel.

FITTING WORKSHOP

A fitting workshop is available for players at the driving range.

MOBILE PHONES

Use of mobile phones is only permitted at the Players' Lounge. All other areas are strictly prohibited.

LOCKERS

A HKD100 deposit is required. This is payable at the club reception before collecting the key. Deposits will be refunded to the player upon return of locker key at the end of the tournament.

PASSPORT COPIES

Players must provide passport copies to the Club. Copies can be made at reception.

TOILETS & MOBILE TOILETS

Toilets are located at the ladies locker rooms and one at the caddie master near the driving range, there is an additional portaloo beside the 5th Tee and beside the 16th as well as the toilets at the half way house.

PLAYERS' LOUNGE

All F&B (soft drinks, tea & coffee only) will be available to players only on a complimentary basis, badges must be shown. As per the schedule below additional meals are available for all players in the club's dining room at their own cost using a debit card.

DATE	OPENING TIMES	F&B OPTIONS
25 th , 26 th , 27 th February	09:00-17:00	Snack Menu
28 th February	07:00-17:00	All day dining
29 th February	06:00- 17:00	All day dining
1 st March	06:00- 15:00	All day dining

ACCOMMODATION

Hotel: Courtyard By Marriott Hong Kong Shatin

Address: 1 On Ping Street, Shatin, N.T., Hong Kong

Website: www.courtyardshatin.com

Room rate:

Deluxe Room @HK\$640 on 24-27 February, 1 March 2020 inclusive (Mon-Thu, Sun), room only
@HK\$710 on 28-29 February 2020 inclusive (Fri-Sat), room only

Premier Room @HK\$790 on 24-27 February, 1 March 2020 inclusive (Mon-Thu, Sun), room only
@HK\$860 on 28-29 February 2020 inclusive (Fri-Sat), room only

The above rates are confirmed on a per room per night basis and are subject to 10% service charge, non-commissionable.

Please fill in the attached booking form with credit card guarantee. After that, scan a copy or take a picture and send to Hotel event team's email (email address shown on the booking form).

The event team will reply the email within 72 hours.

Please settle the room charge by credit card or cash upon check-in

Contact Person: Ms Rika Kwong – Event Manager

Tel No. : (852) 3940 8875 Fax: (852) 3940 8822

E-mail: rika.kwong@courtyard.com

Booking Deadline:
February 10, 2020

For Official use only
(G02)

Hong Kong Ladies Open
February 24 – March 2, 2020

The 524-room **Courtyard by Marriott Hong Kong Sha Tin** features stylish rooms with tranquil views of the Shing Mun River, offering smart and practical choices of 4 room categories. The award winning hotel is just a 5-minute stroll to the MTR Shek Mun Station (Exit C) on the Ma on Shan Line, the hotel is conveniently accessible to the whole of Hong Kong via Mass Transit Railway (MTR), especially to Lo Wu and Lok Ma Chau in Shenzhen, ideal for business or leisure guests travelling to Mainland China. The hotel is only 10 minutes from The Chinese University of Hong Kong and 30 minutes from The HK International Airport.

Strategically located, the hotel features a striking rooftop bar **LEVELthirty**, international buffet **MoMo Café**, a spacious **Lobby Lounge**, an outdoor swimming pool, a fully equipped 24-hour gym, an Executive Lounge with highly personalized details, and 4 new meeting suites with a view on the top floor and complimentary WiFi.

For more details, please visit our web site: www.courtyardshatin.com

To: Courtyard by Marriott Hong Kong Sha Tin
Address: 1 On Ping Street, Shatin, N.T., Hong Kong

Contact Person: Ms Rika Kwong, Senior Event Manager
Tel No. : (852) 3940 8875 Fax: (852) 3940 8822 E-mail: rika.kwong@courtyard.com



Personal Particulars

Participating Show	Hong Kong Ladies Open			Marriott Member Number: _____ (Please join here as new member to earn Marriott points: https://www.joinmarriottbop.com/apac/s/en/ch/chpbua New Member: _____ (Yes / No)
Name as shown on passport (Mr. / Mrs. / Ms.)		Surname	First Name	
Mobile Number	Office Number	Fax Number	Country	
Email Address				

Hotel Accommodation

***All special requests are subject to hotel room availability.**

Check In Date	Arrival Flight No. / Time	Check Out Date	Departure Flight No. / Time
Number of Room(s)	Number of Person(s)	Room Type*	Preference*
	Share room with (if applicable)	<input type="checkbox"/> Single Room(1 king bed) <input type="checkbox"/> Twin Room (2 double beds)	<input type="checkbox"/> Smoking <input type="checkbox"/> Non Smoking

Date: Feb – Mar 2020	24	25	26	27	28	29	1
Deluxe Room (room only)	HK\$640+10%	HK\$640+10%	HK\$640+10%	HK\$640+10%	HK\$710+10%	HK\$710+10%	HK\$640+10%
No. of Room(s) required:							
Premier room with river view (room only)	HK\$790+10%	HK\$790+10%	HK\$790+10%	HK\$790+10%	HK\$860+10%	HK\$860+10%	HK\$790+10%
No. of Room(s) required:							
Additional Breakfast at HK\$100+10% per person per day	HK\$100+10%	HK\$100+10%	HK\$100+10%	HK\$100+10%	HK\$100+10%	HK\$100+10%	HK\$100+10%
No. of Breakfast (s) required:							

Credit Card Guarantee (MUST COMPLETE UPON SUBMISSION)

☐ VISA ☐ MASTER ☐ DINERS

I AGREE TO PROCEED THIS RESERVATION FOR ONE NIGHT REFUNDABLE ACCOMMODATION CHARGE AS GUARANTEE VIA THE CREDIT CARD INFORMATION LISTED BELOW:

Name of cardholder:

Expiry Date:

Credit Card No.:

Holder's Signature:

Remarks

- Hotel room rate is subject to 10% service charge per room per night with complimentary Wifi
- Complimentary shuttle bus from hotel to Shatin Train Station (Subject to hotel schedule and availability)
- Hotel rates are valid for February 24 – March 2, 2020 on Deluxe room category. Rooms are offered on a **first-come-first-serve basis**. If hotel room blocked is full, hotel will advise the availability of other room type / rates for your consideration.
- In case of any no-show, amendment or cancellation of room reservation made, full period room charge will be debited on your credit card directly.
- Payment Method: All guests must settle all payments by cash or credit card upon departure. NO credit facility for payment is allowed.
- Please return the completed form to hotel by email to rika.kwong@courtyard.com or via Fax no.: (852) 3940 8822.
- Hotel will reply to guest within 72 hours once received the reservation form.

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Shuttle Bus Schedule

(Proirity for players and caddies)

	No.	<u>Courtyard by Marriott Hong Kong Shatin</u> <i>From Hotel (Shatin) to The Hong Kong Golf Club (Fanling)</i> <i>Departure point: Lobby</i>	<u>The Hong Kong Golf Club (Fanling)</u> <i>From The Hong Kong Golf Club (Fanling) to Hotel (Shatin)</i> <i>Departure point: In front of caddie master</i>
25 Feb 2020 (Tue) <i>(Registration / Practice Round)</i>	1	08:00	
	2	09:00	-
	3		15:00
	4		16:00
	5		17:00
26 Feb 2020 (Wed.) <i>(Practice Round)</i>	6	07:00	-
	7	08:00	-
	8	09:00	
	9		14:00
	10		15:00
	11	-	16:00
	12		17:00
27 Feb 2020 (Thu.) <i>(ProAm & Practice Round)</i>	13	06:00	
	14	11:00	-
	15	11:15	-
	16	12:00	-
	17		14:30
	18	-	15:30
	19		16:30
	20	-	17:00
	21	-	18:30

28 Feb 2020 (Fri) <i>(1st Day)</i>	22	05:15	-
	23	06:00	
	24	06:45	-
	25	07:30	-
	26	08:30	-
	27	09:30	-
	28	10:30	-
	29		14:00
	30		15:00
	31		16:00
	32	-	17:00
	33	-	17:30
	34	-	18:45
29 Feb 2020 (Sat) <i>(2nd Day)</i>	35	05:15	-
	36	06:00	
	37	06:45	-
	38	07:30	-
	39	08:30	-
	40	09:30	-
	41	10:30	-
	42	11:15	
	43		14:00
	44		15:00
	45		15:45
	46	-	16:30
	47	-	17:30
	48		18:45
1 March 2020 (Sun) <i>(FINAL Round)</i>	49	06:00	-
	50	07:00	-
	51	08:00	-
	52	09:00	
	53	-	16:00
	54	-	17:30