



Shenandoah Valley

GOLF CLUB

134 Golf Club Circle • Front Royal, Virginia 22630 • 540-635-3588

DEAR GOLF OUTING CHAIRMAN,

Thank you for considering Shenandoah Valley for your golf outing. We take pride in offering a great golf course, a friendly, efficient staff and superb food service to complement your event. Listed below are our outing prices for 2017 and the basic services provided by our staff.

OUTING FEES - 40 Player Minimum Required

Monday thru Thursday	\$40
Friday	\$50
Weekends and Holidays	\$70

SERVICES PROVIDED WITH EACH GOLF OUTING

Upon Request - No Additional Charge

- \$6.00 Gift Certificate
- Contest markers - long drive, closest to pin, etc.
- Assistance in establishing handicaps for contestants.
- Merchandise, trophies or gift certificates - 10% discount is offered to all golf outing on items purchased at SVGC, excluding golf balls and sale items.
- Tournament scoreboard, scoresheets, scorecards and cart signs. ***Player list must be provided to golf shop seven days in advance of the outing.***
- Assistance with selecting format, rules of play and scoring.
- **FREE PRACTICE RANGE BALLS** - Unlimited prior to tee off.
- Use of men's and women's locker and shower facilities. Towels are not provided.

SERVICES PROVIDED UPON REQUEST - ADDITIONAL CHARGE

- Tee prizes, favors, special awards and transportation.
- Golf instructional clinics.
- Food and beverage service – All food and beverage service must be purchased through the SVGC catering department. Our Sales Office is ready to assist you. Please see our attached menu and price list.

In addition to the above golf facilities, excellent banquet room and meeting rooms are available. Prior reservations are required. **PLEASE** make your players aware of our **DRESS CODE, ABC REGULATIONS** and the need for **SPEEDY PLAY**. Golf Course Rangers have the authority to enforce all rules. Thank you for your cooperation.

Should you have any questions, please do not hesitate to call me. I am here to assure that your outing is run properly and that all players enjoy themselves. Thank you again for the interest in our facility and the opportunity to serve you.

JEFFREY D. FORMAN, PGA
HEAD GOLF PROFESSIONAL

Dear Golf Outing Chairman:

I have assembled this checklist to assist you in the smooth coordination of your golf tournament or outing. Please feel free to make copies of this, as it will help you when conducting your outing.

GOLF OUTING CHECKLIST

DATE OF OUTING: _____ RAIN DATE: _____

OUTING SITE: _____ CONTACT: _____

ADDRESS: _____ TELEPHONE: _____

STARTING TIMES: _____ SHOTGUN (40 player min): YES NO

NO. OF PLAYERS: _____ ENTRY FEE: \$ _____

NO. GOLF CARTS NEEDED: _____ ENTRY DEADLINE: _____

The items listed below must be coordinated with the golf professional and/or the food and beverage manager. Please check off when completed.

PAIRINGS: Should be done immediately after the entry deadline and submitted to the golf professional at least one week prior to tournament. This allows the staff to prepare the golf carts, cart signs, scorecards, etc. ahead of time.

FORMAT: Should be decided when soliciting entries. For large events, the point system or scramble/superball format helps speed up play. Our professional staff can help select a format suitable for your particular event. **An additional \$2.00 per player scoring fee applies for any format other than scramble.**

CONTESTS: To add excitement to your event and to allow more people to win prizes, contests can be offered. Some examples are longest drive, longest putt, and straightest drive.

PRIZES: After determining the format, prizes need to be determined. A good rule of thumb to follow regarding the number of prizes to be given is to pay a minimum of 1/4 of the contestants. After determining your budget, our staff can assist you in the selection of prizes or gift certificates. Please contact us before selecting prizes elsewhere. We are competitive in pricing; offer great service and will exchange prizes purchased from the golf shop.

FAVORS: A nice way to add a touch of class is to offer favors to the participants. From a bag of tees and a divot/ball mark repair tool to crested sweaters or glassware, favors can enhance your event. We can suggest items to fit your budget and arrange for these favors to be handed out or placed in the carts prior to tee off.

FOOD SERVICE: All food and beverage arrangements need to be confirmed with the Head Golf Professional. Menus are attached for your review and consideration. Limited beverage cart service is available for groups of 100 or more. ***Beverage carts must be scheduled in advance.***

2017 GOLF OUTING AND FOOD AND BEVERAGE CONTRACT

OUTING DATE _____	DEPOSIT ENCLOSED _____
OUTING NAME _____	
CONTACT(S) _____	
ADDRESS _____	
PHONE (W) _____	(H/C) _____
FAX _____	E-MAIL _____
CREDIT CARD # _____	EXPIRATION DATE _____

GOLF INFORMATION			
OUTING FEE _____	NO. OF PLAYERS _____		
TIME _____	SHOTGUN (40 player Min.): YES NO		
COURSE REQUESTED:	RED	WHITE	BLUE

FOOD AND BEVERAGE INFORMATION					
COFFEE _____	TIME _____	BEVERAGE CART	YES	NO	
BREAKFAST _____	TIME _____	BAR _____	CASH	OPEN	
LUNCH _____	TIME _____	BARTENDER _____	TIME _____		
BOX LUNCH _____	TIME _____	KEGS:			
DINNER _____	TIME _____	MICH ULTRA	1/2	QTY _____	
		YUENGLING	1/2	QTY _____	
		BUD LIGHT	1/2	QTY _____	
PRIZE TABLE	YES	NO			
MICROPHONE	YES	NO			

In order for Shenandoah Valley Golf Club to serve you efficiently and make your event at our facility a success in every way, we ask that you take a moment of your time to review our policies and procedures. Should you have any questions concerning these matters, please give us a call.

CONFIRMATION/GUARANTEE: Will occur upon receipt of the contract and deposit to SVGC. One week prior to the outing, you will be asked to GUARANTEE the number of starting times you wish to reserve, as well as the number of people (players and volunteers) to attend all food and beverage events. Final guest count will determine location of food service. Minimum billable guest counts do apply to certain venues. Please confirm details with events sales office.

GOLF: Requires a minimum of 90% guarantee on all confirmed players (i.e. if you confirm 100 players, you would be responsible for 90% minimum of that number, or the actual number whichever is greater).

FOOD & BEVERAGE: Requires a 100% guarantee on all confirmed meals. If attendance falls below this number you will be billed for the full guarantee. If attendance exceeds the guarantee, the quoted price per person will be paid for all attendees. **SVGC must provide all food and beverage.** Use of the Clubhouse dining room is limited to 2 hours or less. Any additional time must be approved by the Sales office prior to your event. Events exceeding 2 hours will be charged at a rate of \$450.00 per hour. **Final guest count guarantee will determine location of event food service for all groups (e.g. Grill Room or Fairview Ballroom).**

DEPOSIT: A \$500 deposit and Credit Card information will be required for all golf outings.

CANCELLATION: Up to one month before a Tee-time event, or two months before a Shotgun event, you may cancel any or all of your reserved starting times without penalty and be entitled to a full refund of your deposit. **Groups canceling Tee-time events less than one month prior to the date, or Shotgun events less than two months prior to the date, will forfeit their deposit.** In the event of a rain out, groups will be entitled to a full refund of their deposit.

BEVERAGE POLICIES: All beverage service must be provided by the Shenandoah Valley Golf Club. **PRIVATE COOLERS ARE NOT PERMITTED UNDER ANY CIRCUMSTANCE. Liquor must be consumed in the Clubhouse. Beer and wine which has been purchased in the club house may be consumed on the golf course. No consumption of alcohol is allowed on the public thoroughfares and parking lots.**

PAYMENT OF FEES: Payment of all fees and associated charges must be made on the day of the event. SVGC does not carry accounts; therefore arrangements should be made within your organization to settle all accounts in full on the day of the event. SVGC accepts personal checks, VISA, MasterCard, American Express, and Discover.

DRESS CODE: SVGC requires that shirts must have a collar and sleeves. Cut-offs, short-shorts, and swimwear are prohibited. Soft spikes are required at all times. Spikes are not allowed in the Banquet Room or Fairview House.

GOLF CART POLICY: Golf cart rental is required for all outings and is included in the package price. Extra carts will be charged at the standard 18 hole double cart rate. The group agrees to be responsible for all damages to the golf carts while in the possession of the participants or course property.

SHOTGUN START POLICY: Shotgun starts will begin before 9:00 AM or after 1:00 PM. There is a 72 player minimum for a shot gun start on 9 holes and 100 player minimum for a shotgun start on 18 holes or events held on Fridays, Saturdays, Sundays and Holidays.

ADDITIONAL GOLF: It is our intent to accommodate additional golf whenever possible. Unless prior arrangements are made, replay rounds will be offered on a first come, first served basis for an additional cart fee.

Print Name

Representative Signature

Date

Please keep a copy of this agreement for your records and return a signed copy with your deposit. Thank you.