



**LAUREL
HILL** 
GOLF CLUB

Golf Outing Guide and Contract

Laurel Hill Golf Club is pleased that you have chosen to host your golf event at our facility. This guide is designed for you to have the organizational tools you will require to successfully manage and execute your golf outing.

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1. - Steps to a Successful Golf Outing The chart below will assist you with the planning and implementation of your golf event from start to finish. Please note the starred tasks are required by LHGC.

<u>Task</u>	<u>Timeframe</u>
Select and confirm a date by submitting the outing contract and your outing deposit	Up to 1 year in advance
Solicit sponsors, donations, VIPs, and special invitees	6–8 months in advance
Prepare invitations and marketing materials	6–8 months in advance
Secure Hole-in-One insurance and prizes	6–8 months in advance
Order any special merchandise requiring logos	3 months in advance
Recruit volunteers and any media required	2 months in advance
Organize your sponsor signs and consult a printer for production and delivery	1–2 months in advance
Update guest list progress	1 month in advance
Collect and organize your donations and prizes	2-3 weeks in advance
Confirm your final sponsor and volunteer list	2–3 weeks in advance
Confirm banquet menu and requirements with LHGC	2 weeks in advance
Final count for golf and banquet to LHGC	2 weeks in advance
Contest and Golf Shop allocation list to LHGC	3 days in advance
Deliver sponsor and tee signs to LHGC	1–2 days in advance
Final golfer list in EXCEL spreadsheet (one column for first name, one column for last name and one column designating their group) to LHGC	3 days in advance
Event payment due	Day of your event
Pre event set-up and registration	Day of your event
Enjoy your event and the result of your hard work	Day of your event
Book your event for next year	Day of your event
Evaluate your event for next year	1–2 weeks after the event

The staff at Laurel Hill Golf Club is always available to you as a resource. Please do not hesitate to call or email us should you have questions or concerns regarding any of the above items on the checklist.

2. What to Expect on the Day of Your Golf Event:

Coordinators and Volunteers: Your coordinators and volunteers should plan to arrive at Laurel Hill Golf 2 hours prior for events of 110 plus players, 1.5 hours prior for events smaller than 109 players to the scheduled start of your event. This will give you ample time to organize your registration area and prepare any tee gifts for distribution when your guests arrive.

Guests: Participants should be notified that registration ends 15 minutes prior to the start of the event. This will allow time enough for all participants to register and settle in their cart before the event starts.

Guest Arrival: Upon arrival, guests will be greeted at the entrance and informed of their starting hole. A staff member will direct your guests at the bag drop area to their assigned cart. Guests will then be directed to the registration area. For guests arriving after the start of the event, a staff member will drive them out to their group on the course.

Registration: Laurel Hill Golf Club will provide two 6-foot tables for registration of your guests and for distribution of tee gifts and hand-outs. Registration is typically done in the banquet room. However, if you prefer to have your registration area set up on the front of the club house, we can arrange that for you.

Tee Signs and Sponsor Signs: Laurel Hill Golf Club will place all tee signs, hole-in-one signs, and sponsor signs for your event on the golf course. We ask that you have your on-course signage delivered to LHGC 1–2 days prior to your event date, if possible. After your event, your signs will be collected and ready for collection on the day following your event.

Golf Cart Staging: All golf carts will be outfitted with scorecard, pencil, and cart placard that includes the event name, player names, start time, and starting hole. For shotgun starts, all carts will be arranged in rows and grouped according to their starting position on the golf course. For safety considerations and organizational reasons, we will leave the carts off until just prior to the start of the event as the final greeting and event instructions are being delivered.

Starting Your Event: An LHGC staff member will give your group a warm welcome and go over the outing format, rules of play, and other instructions for the day. Laurel Hill Golf Club staff will then escort your guests out to their respective starting holes for the commencement of play.

Contest Signs: Laurel Hill Golf Club will provide all required contest signs for your event. LHGC will place them out on the golf course and retrieve them at the end of your event. For tee time events, we will place contest signs with your first group and remind the last group to remember to collect them as they pass through the contest holes.

Scoreboard: Laurel Hill Golf Club staff will have a scoreboard set up and will post scores as players complete their rounds.

Banquet Service: The Food & Beverage staff will monitor the pace of play during your event so that food service will begin within a reasonable timeframe after players have finished and turned in their scorecards.

3. Commonly Used Outing Tournament Formats and Prize Options

Format of Play

Scramble: This format is the most popular and the most commonly used format for golf outings as it allows players of all abilities to compete and contribute to the team score. Everyone in the group tees off and then the best shot of the group is chosen. All players then play from the spot of the best drive for the second shot. This selection and play process continues until the ball is holed out.

Best Ball: This format is generally chosen when each player has a USGA handicap. Players play their own ball for each hole, and the best score is used as the team score. Variations of this format include one ball per group or two balls per group per hole.

Common Starting-Hole Arrangements

Shotgun Start: All groups begin play at the same time from each hole on the golf course. This starting arrangement accommodates groups of 100–144 players. For these large groups will often have 2 groups on some holes, so an “A” and a “B” group will be assigned to these holes. Depending on the group size, LHGC may adjust the starting holes to ensure a better pace of play.

Modified Shotgun Start: All groups begin play at the same time from selected holes on the golf course. This starting arrangement accommodates groups of 24– 99 players. For these large groups will often have 2 groups on some holes, so an “A” and a “B” group will be assigned to these holes. Depending on the group size, LHGC may adjust the starting holes to ensure a better pace of play. Modified shotgun starts often are assigned hole #1 and hole #18 back through the course to fill out the field.

Tee Time Starts: Each group begins play from the 1st or 10th tee in succession. This starting arrangement works best for smaller groups of up to 40 players.

Skill Competition Markers

Competition markers are designated for single-hole competitions during your golf event. Competitions include Closest to the Pin and Longest Drive and may be separated by male/female competitions depending upon the number and mix of genders in the field. Proximity markers are placed on the competition holes by members of the Laurel Hill Golf Club staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups' cart).

Closest to the Pin Holes: 4, 8, 11, 14, 16 (Holes 4 and 8 are recommended)

Long Drive Holes: 1, 6, 15, 17 (Holes 1 and 6 are recommended)

Typically, event planners attempt to have more closest to the pin contests than longest drive contests. Closest to the pin contests tend to give everyone a fair shot at winning. Longest drive contests tend to unduly give the advantage to the more skilled and experienced players.

4. Food and Beverage

The food and beverage service selection can be as simple or as elaborate as you wish. Laurel Hill Golf Club's event menu has selections that will satisfy all of your invitees. Services available include:

Breakfast Catering Menu

Continental Breakfast - \$7.99 per guest

Danish, Assorted Breads, Bagels and assorted cream cheese -
Juice (apple, orange and cranberry) -
Fresh apples and bananas
Coffee station

Complete Breakfast - \$12.99 per guest

Danish, Assorted Breads, Bagels and assorted cream cheese -
Select one French toast or Pancakes
Bacon and Sausage -
Potatoes Scrambled Eggs -
Juice (apple, orange and cranberry) -
Fresh apples and bananas
Coffee station -

Lunch & Dinner Catering Menu

Box Lunch - \$10.99 per guest

Freshly made Deli sandwiches served on a Panini bread with the choice of: -
Virginia Baked Ham and American Cheese/Turkey and Swiss cheese -
Bag of Chips or Pretzels -
Cookie or brownie & Bottle of Water -

Lunch Deli Sandwiches Platter Buffet - \$16.99 per guest

Sliced Virginia smoke Ham, Bake Turkey made in house and roast beef made in house -
Served on a Panini bread with cheese and house sauce
Home Style Potato salad & Coleslaw -
Cookies or brownies -
Lemonade, Iced Tea and Water -

Hot Dogs and Hamburger Buffet - \$18.99 per guest

Quarter-Pound All Beef Hot Dogs -
100% Black Angus Hamburgers -
Assorted Sliced Cheese Tray -
Sliced Tomato, Onions, and Lettuce -
Home Style Potato salad -
Southern Style Coleslaw -
Cookies or brownies -
Lemonade, Iced Tea and Water -

Barbeque Buffet - \$19.99 per guest

Pulled BBQ Pork -
BBQ Chicken -
Kettle Baked Beans -
Home Style Potato salad -
Coleslaw -
Cookies or brownies -
Lemonade, Iced Tea and Water -

Chicken and Hamburger Buffet - \$19.99 per guest

Grilled Chicken Breast -
100% Black Angus Hamburgers -
Assorted Sliced Cheese Tray -
Sliced Tomato, Onions, and Lettuce -
Home Style Potato salad & coleslaw -
Cookies or brownies -
Lemonade, Iced Tea and Water -

Hamburger and Sausage Buffet - \$20.99 per guest

100% Black Angus Hamburgers -
Assorted Sausages (Jalapeno Cheddar, Italian, Polish Kielbasa)
Assorted Sliced Cheese Tray -
Tomato, Onions, and Lettuce -
Sautéed Onions and Bell Peppers -
Home Style Potato salad -
Homemade Pasta Salad -
Cookies or brownies -
Lemonade, Iced Tea and Water -

Mexican Fajita Station - \$22.99 per guest

Marinated Flank Steak and Grilled Chicken -
Sautéed Onions and Bell Peppers, Soft Flour Tortillas -
Jalapeno Peppers, Sour Cream, Shredded Cheese -
Tortilla Chips with Salsa -
Cookies or brownies -
Lemonade, Iced Tea and Water -
Add Guacamole for **\$3.00** per person -

The most important factor with regard to the Food and Beverage aspect of your event is advanced planning. Your final food count is due to Laurel Hill Golf Club **7 days** prior to your event. Meals will be served approximately 30 minutes after the completion of play. This allows players to unload their equipment, post their scores, relax, and have a beverage before food service begins.

5. Professional Services

Tee Signs and Sponsor Signs: Laurel Hill Golf Club staff will place any tee signs or sponsor signs that you have for your event on the golf course. We request that you have your signs delivered by the day prior to your event if possible. Upon completion of your event, signs will be collected from the course and held for collection.

Skill Competition Markers: Competition markers are placed on the competition holes by members of the Laurel Hill Golf Club staff prior to the start of your golf event (note: for smaller groups, markers may be placed in the first groups' cart). Upon completion of play, all markers will be collected and brought to the scoring area.

Cart Placards and Scorecards: Prior to your event, Laurel Hill Golf Club will generate cart placards with the names of each player and will affix the placards to the carts to designate which players are riding in which carts. Laurel Hill Golf Club will also generate customized official scorecards for each group and will place these on the steering wheel of the carts.

Practice Balls: Practice balls will be made available for your event on the practice area to allow your guests to warm up prior to the start of play. The practice area will open 1 hour prior to the start of your golf event.

Rental Clubs: Laurel Hill Golf Clubs has a limited number of rental clubs and these are available for guests as they are needed. Please notify LHGC one month in advance with the estimated number of rental sets needed, and then 3 days in advance to specify which of your guests require rental clubs, so we may have them ready when your guest arrives.

Scoring and Results: Laurel Hill Golf Club will create a scoreboard and will score your event. A results sheet will be generated that will include the teams that place for prizes and all contest winners.

6. Policies and Procedures

Reservations: Deposits are required to reserve dates and are non-refundable. All deposits are applied to the final invoice. • Groups with fewer than 50 players require a 10% deposit and a signed contract to confirm the date • Groups with 50–75 players require a 15% deposit and a signed contract to confirm the date • Groups with more than 75 players require a 25% deposit and a signed contract to confirm the date

Final Player Count and Golf List: Laurel Hill Golf Club must fully utilize the golf course each day. In order to accurately schedule your event, LHGC requires that your final guest count be submitted 7 days prior to your event. The final guest list should be submitted 3 days prior to your event and should be in group format in an excel spreadsheet. The spreadsheet should have one column for first name, one for last name and one designating their group. The guest list is one of the most important responsibilities of the event coordinator. The guest list is the data source for generating your alphabetized check-in list, cart placards, scorecards, and scoreboard.

Changes to Final Count: Golf course utilization is tantamount to Laurel Hill Golf Club's success as a business. It is for this reason that we are unable to drop your golfer count once the final player count has been submitted. We will make every effort to accommodate changes to your count as the event day approaches. In most cases, we will be able to accommodate additional players who sign up after the final count has been submitted.

Payment: Final payment is due on the day of your event. Deposits will be applied to your event invoice on the day of your event.

Donated Food/Alcohol Goods: Laurel Hill Golf Club does not permit customers to bring food, beverages, or alcohol to the club. This policy is applicable even if the food or alcohol has been donated.

Beverage Cart Service: Laurel Hill Golf Club has dedicated beverage service on the course. The beverage cart can be operated 3 ways, cash, consumption or open. With a cash cart, the guests pay individually for their drinks. For a consumption cart, we will run a tab on the cart and in the bar. The tab will be added to the final bill at the end of the event. Finally we offer an open cart package. This is \$25 per guests and includes all beer, soda, Gatorades and water on the beverage cart along with draft beers and fountain sodas for ONE hour after completion of the round.

Inclement Weather Policy: If the golf course is officially closed, the outing may be rescheduled. Except in the case of widespread extremely inclement weather, your guests should be asked to come to the golf course. Prior to the start of play, our golf course superintendent will determine the playability of the golf course. If the golf course is deemed to be playable, your event will be played. It is difficult to reschedule a golf event if there is food service involved. Food will have been ordered, delivered, and be in the preparation phase before your guests arrive at the club. We will make every effort to reach a fair determination of how to proceed should weather affect your event. Please note that the course at Laurel Hill Golf Club has superb drainage and is often playable when other courses in the area/region are not.

Dress Code: Proper dress is required at all times everywhere on the golf course (including the practice range and the putting green). No jeans or equivalent are allowed. Shorts should be an appropriate length (to knees), and collared shirts are required for men (no tank tops, tee shirts, or sports jerseys). Only spikeless golf shoes or sneakers are allowed on the golf course and practice areas.

Pace of Play: A round of golf should not take more than 4 hours and 30 minutes to complete. However, events sometimes have such a large number of players that pace of play can be compromised. Laurel Hill Golf Club will have play coordinators roaming the golf course to assist the players in your event with the pace of play.

CANCELLATION POLICY: In the event we cancel the outing,

a. We will lose our full deposit if we cancel thirty (30) days prior to the day of the outing.

b. We will owe LHGC 100% of the total guaranteed golf and food commitments as stated in this agreement if we cancel less than one week to the day of the outing.

c. We are liable for payment of all items ordered or reserved by LHGC.

II. In the event that the course is deemed unplayable by Golf Course Superintendent, LHGC reserves the right to postpone the outing and reschedule it at a mutually convenient time.

III. In planning your outing, we will arrange the menu with LHGC at least two weeks in advance of the outing date.

IV. We will furnish LHGC with a final guaranteed count and the completed paperwork for the golf shop at least one week prior to the outing date. Increases that require additional tee times are subject to availability. We are responsible to pay LHGC for the said guaranteed count.

V. We must pay by check (payable to Fairfax County Park Authority) or by Visa or Mastercard. The balance due after deposit is required on the day of the event. Laurel Hill Golf Club will not bill you at a later time.

VI. LHGC reserves the right to cancel outings at any time where the rules are not being observed or when the outing is not of a nature acceptable to LHGC. LHGC is not liable for the failure to complete this contract due to strikes, accidents or other causes beyond its control.

VII. All food and alcoholic beverages must be purchased from LHGC and outing patrons are not permitted to bring their own alcoholic beverages. In accordance with Virginia State Law and LHGC's alcohol awareness policy, no alcohol may be purchased or served to anyone under the age of twenty-one (21). LHGC practices responsible serving practices and will refuse service to any guest deemed to be intoxicated. Alcoholic beverages are only allowed in designated areas and may not be removed from the premises.

VIII. We assume all responsibility for any and all physical damage to the facility and/or equipment and for any personal injury to guest and employees of LHGC caused by our acts, conduct, or omissions or the acts, conduct or omissions of our guests.

IX. We agree that, if we breach this agreement and/or fail to pay any money due under the terms of this agreement, Laurel Hill Golf Club and The Fairfax County Park Authority will take legal action to collect payment.

X. We acknowledge that LHGC is not responsible for the items left on premises from outings.

I have read through this document and agree to comply with all policies, procedures and due dates as mentioned in this document.

Tournament Organizer

Date