

Tournament Outing Packet



www.pevelyfarms.com

**400 Lewis Road
Eureka, MO 63025**

Phone: (636) 938-7000

**Head Golf Professional:
Kevin Madsen
kmadsen@pevelyfarms.com**



Pevely Farms Golf Club

Greens Fees / General Information

Call for Tournament Rates.

All morning shotgun starts will begin no later than 8:00 a.m. and all afternoon shotgun starts will begin no earlier than 1:00 p.m. unless approval is given by the Head Golf Professional or General Manager.

Morning shotgun start events are available to groups with a minimum of 36 players when playing in groups of four. Only groups of 100 or more will close the course to other play. Groups smaller than 100 will use a reverse shotgun start with regular play following the last group off of #1 tee.

Afternoon shotgun start events must guarantee a minimum of 52 players and not exceed 144 players when playing in groups of four. Only groups of 100 or more will close the course to other play. Smaller groups will use a forward shotgun with regular play following the last group off of #1 tee.

Double shotgun start events will require a minimum of 200 players and not exceed 288 players when playing in groups of four.

Groups with less than 100 players may have other groups booked at the same time.

****All Shotgun events of 72 or more players are required to hold at least one food function at Pevely Farms Golf Club****

The above-mentioned fees include: guest fees, cart fees, use of the locker room facilities, practice range, practice putting green, sponsorship sign placement and removal, cart assignment tags, and score sheets.

All Shotgun start events will be charged a \$200.00 Outside Service Fee for additional staffing needs and scoring of event.



Pevely Farms Golf Club

Greens Fees / General Information (cont.)

Golf Carts

Golf carts are mandatory for all outings and are included in the greens fee. For all shotgun events, **72 golf carts are available. All groups requiring more than the available number of carts will pay \$40.00 for all carts Pevely Farms has to lease for the day.** All golf cart operators must be at least 16 years of age and possess a valid drivers license.

Golf Guarantees / Confirmation

The number of players indicated on your original contract is the number considered for approval. The contract must be signed by your organization's authorized representative and returned along with a \$750.00 deposit. *Formal booking of the event is not complete until the contract and deposit are received & processed by the Office Manager at Pevely Farms Golf Club.*

Cancellation

Written cancellations received by Pevely Farms' Head Golf Professional **prior to 60 days** from the scheduled date of the golf event will result in **100% refund of deposit.** Cancellations made within **60 days** of the scheduled event will have deposit refunded contingent upon booking of cancelled date with a comparable tournament.

Rain Dates

Pre-booked rain dates are not possible. Should the golf course be closed for any reason, rescheduling of your event will be addressed at that time. Should the golf course be closed, and remain closed, after the event has begun, the following will apply:

1-8 Holes completed
50% of green fee per player

9-18 holes completed
Standard tournament green fee



Pevely Farms Golf Club

Greens Fees / General Information (cont.)

Deadlines

The following time frames apply for any changes in numbers of players. Changes in the minimum indicated on your contract will require re-approval.

Single Shotgun Events.....	Sixty (60) days notice
Double Shotgun Events.....	Sixty (60) days notice
Tee-time Events	15 days notice

Playing Formats

In the interest of speeding up play, all formats must be approved by the Event Director. It is recommended that a scramble or some form of selected drive format be used.

Rental Clubs

Rental clubs are available at a price of \$40.00 per set. **Notification of the number of sets is required 7 days in advance of the event.**

Additional Tournament Responsibilities

The tournament assumes sole responsibility and liability for their players and volunteers in connection with their event. Damage to Pevely Farms Golf Club property will be billed to the tournament.



Pevely Farms Golf Club

Greens Fees / General Information (cont.)

Dress Code

Please notify all members of your group as to the proper dress.

Acceptable

Not Acceptable

Men	Shirts with sleeves, slacks Jogging outfits (nylon or silk) Golf Shorts or walking shorts are considered appropriate attire.	Tank tops, cut-offs, sweat pants, bathing suits, tennis shorts or other athletic shorts NO jeans/denim permitted
Women	Dresses, skirts, slacks, jogging outfits (nylon or silk), golf shorts, mid-length shorts, blouses, or collared golf shirts	Halter tops, fishnet tops, bathing suits, sweat pants, tennis skirts, athletic shorts, or cut-offs are not permitted. NO jeans/denim permitted

Billing

Groups of 52 players or more: An invoice for charges will be billed **net 10 days from the day of your event**. Invoices are sent via mail or email the next business day from the day of the event. A finance charge of 1 1/2% of unpaid balance will be assessed for accounts past due. Credit cards are accepted with a 3% surcharge of total invoice.

Groups of 12-51 players: Required to secure a deposit with a credit card or check and pay the balance the day of the event.

Collection of Fees

The tournament's authorized representative must collect all fees from participants.



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Pevely Farms Golf Club

Checklist of Services Your Group May Need

Golf Shop	
	Tournament Prizes (Merchandise & gift certificates available)
	Logo Merchandise (Balls, shirts, wind shirts, towels, hats, etc. Allow 6-8 weeks after artwork submitted.)
	Golf Clinic (PGA Professionals are available to conduct clinics or exhibitions for your group) \$150.00/ 30 Minute Session
	Golf Cart Assignment Cards (Names and starting time or hole posted on cart)
	Scorecards (Players names printed on card)
	Score sheets (Names printed and posted on scoreboard)
	Rules & Events Sheets (Posted on each cart)
	Special Events: ___ Closest to Hole ___ Long Drive ___ Longest Putt ___ Other
	Hole-In-One Insurance (Must be notified 10 days prior to event)
	Mulligan Tickets (Carnival-type tickets, available at no charge)
	Sponsor Signs (Locations on course)
	Errand Carts (committee members, photo, etc.)
	Rental Clubs (Advance notification on number of sets needed at \$35.00 per set)
	Tax Exempt Letter (Please include a copy with your paperwork)

It will be necessary to have the pairings **no less than three (3) days in advance** so that scorecards and cart signs be prepared prior to the outing. Pairings should include first and last names in an excel document.

Personnel Contacts

Kevin Madsen Golf Shop: 636-938-7000

Visit us online at www.pevelyfarms.com



Pevely Farms Golf Club

Checklist of Services Your Group May Need

<u>Food & Beverage</u>	
	Registration Table (How Many):
	Breakfast (Your Choice):
	Lunch (Your Choice):
	On Course Beverages (Your Choice):
	Dinner (Your Choice):
	Hors d'Oeuvres (Your Choice):
	After Golf Bar (Your Choice):
	Beverage Cart: ____ Driven by Pevely Staff ____ Driven by your staff
	Clubhouse
	Tables for auction or prizes (How Many):

Please return page 1 and 2 of this checklist with the contract to ensure consideration for approval of your request to: Attn: Golf Shop

Food Functions

All Tournament menu selections should be submitted to the Food & Beverage Manager no later than two (2) week prior to the scheduled function. A guarantee number for food and beverage must be submitted to the Food & Beverage Manager no later than one (1) week prior to the scheduled event. All tournaments are required to host one food function selected off our menus. If there is no food selections from our menu and you have donated lunch/dinner, there will be a \$500 room rental fee.



Pevely Farms Golf Club

GOLF OUTING / BANQUET FOOD & BEVERAGE INFORMATION

On Course Beverage Options

Option #1 — On Course Stations

\$15.00 per person + tax and service charge
(Beer, Soda & Water) (Minimum-75 players or more)

Option #2 — On Course Tab

May run a tab for individual drinks or purchase by the case
Beer for \$40.00 per case + tax and service charge
Soda for \$25.00 per case + tax and service charge
Bottle Water for \$25.00 per case + tax and service charge
Sport Drink for \$35.00 per case + tax and service charge

This product pricing is for on course only and may not be served before or after the round.

Option #3 — Donated Product

****This option is only available to tax exempt, charitable organizations. This product must be donated & delivered by the manufacturer or one of its approved distributors.**

A handling fee, to include icing, delivery to on-course stations, and restocking, of \$300.00 will be charged on all donated product delivered.

**A 21% Service charge and tax to be added to all prices.
Tax exempt groups must provide a current exempt letter.**



Pevely Farms Golf Club

GOLF OUTING / BANQUET FOOD & BEVERAGE INFORMATION (CONT.)

Outing Bar Service (after the round)

2-hour unlimited consumption

House Brands - \$16.00 per person + tax and service charge

Call Brands - \$19.00 per person + tax and service charge

Beer, Wine and Soda Only - \$16.50 per person + tax and service charge

Beverage / Errand Cart

Pevely Farms Golf Club Staffed - \$55.00 + tax per 5 hours

Outing Staffed - \$35.00 + tax per 5 hours.

(Must provide proof of insurance)

Guarantees

Any food function booked will be charged for 100% of the golfers
& volunteers guaranteed in your letter of confirmation.

***Volunteers and/or workers associated with your event must be
included in your final headcount.***

Guarantees of minimum attendance for all banquet functions must be
made at least **1 week in advance**. Guarantees cannot be reduced
inside 5 days of event. Minimum charge is 100% of guarantee.

If the Event Director does not receive a guarantee;
the assumed guarantee will be the original number reserved on contract.

Rainouts

In the event of a rain shortened golf event **due to closure of the golf
course**, all food and beverage arrangements will be provided as planned.

***A 21% Service charge and tax to be added to all the above prices.
Tax exempt groups must provide a current exempt letter.***



Pevely Farms Golf Club

CONTRACT FOR OUTINGS

Shotgun Start Outings will have a minimum guarantee of **100** players for a closed course shotgun. Afternoon shotguns must guarantee a minimum of 52 players for a shotgun start. Only when play for the 100 player minimum will the event have the entire golf course for their outing. All shotgun starts will be at 8:00 a.m. or 1:30 p.m. unless other arrangements are approved by the Head Golf Professional.

Tee Time Outings will guarantee their number of players **fifteen (15)** days prior to event date. Each reserved tee time represents four (4) Greens fees. Tee time outings will share the Golf course with normal play.

Weather Considerations: Outings are responsible for full payment of event unless the golf course is closed due to inclement weather or the course superintendent deems the golf course unplayable.

Deposits: Deposit of \$500.00 is required for Shotgun Events. Tee Time events are required to secure a deposit with a credit card or check and pay total balance the day of the event.

Formal booking of the event is not complete until the contract and deposit are received & processed by the Office Manager at Pevely Farms Golf Club.

Deposit must accompany the contract.

Refund of deposit will occur for a Tee Time Event if it is cancelled a minimum of 15 days prior to the day of the event; and for a Shotgun Event if it is cancelled 60 days prior to the event.

**ALL CANCELLATIONS MUST BE MADE WITH
OUR HEAD GOLF PROFESSIONAL:**

636-938-7000

Visit us online at
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Pevely Farms Golf Club

Contract For Outings (cont.)

The balance due of actual charges will be due on the day of the event.

If your organization claims sales tax exempt status, a current sales tax exempt letter is required. **This needs to be on file no later than the scheduled outing date.**

This Contract, made and entered on _____ by
and between _____ and **Pevely Farms Golf Club** are for
the purpose of reserving tee times on the Golf Course.

Contact Name: _____

Tournament Name: _____

Company Name: _____

Address: _____

Contact E-Mail Address: _____

Billing Address (if different): _____

Date Request: _____

Guaranteed number of Players: _____

Rate Agreed upon for Golf: _____

Shotgun Start time: _____

Tee Time Outing Times: _____

Outside Services Fee: **\$250.00 flat fee**

Donated Icing Fee: **\$300 flat fee— icing & coolers provided**

Food & Beverage Charges additional per tournament request—See Outing Menus for pricing

The Undersigned understands and agrees to the policies stated on this form and the attached tournament pricing and policy declarations.

Pevely Farms Golf Club Assumes no liability for personal injury, lost or stolen property or any consequence related to any golf event. This packet in its entirety has been provided and/or is available on the facility website.

AUTHORIZED SIGNATURE: _____

Printed Name: _____

Date: _____

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