



The Friendliest Club In Town

# CORPORATE GOLF OUTINGS & CHARITY TOURNAMENTS



Woodhaven Country Club ~ 7200 Woodhaven Road ~ Louisville KY, 40291 ~ (502) 491-9100



Dear Tournament Coordinator,

Thank you for your interest in hosting your upcoming golf event at Woodhaven Country Club. We take pride in our first class, corporate & charitable tournament operations, led by our experienced PGA professional staff. The entire club, championship golf course and our staff are at your disposal, to make certain that your event is truly a memorable one for your golfers, volunteers and guests.

Enclosed, you will find our 2021 outing guidelines and contractual form. The most important first step is to secure your outing date for 2021. In order to do so, a completed Outing Contractual Form must be returned via e-mail, US Postal mail, or in person to the Woodhaven golf shop as soon as possible. Once a completed application is on file, a Woodhaven Country Club representative will confirm with you via a personal telephone call.

Please feel free to contact me with any questions or concerns that you may have upon review of this outing contract. On behalf of Woodhaven Country Club, we would like to thank you for the opportunity to be of service to you and your distinguished golf outing participants.

Yours Sincerely,

***Richard Schmitt***

PGA General Manager

# OUTINGS RULES & GUIDELINES

## **OPENING FEE/ DEPOSIT:**

Outing dates are reserved on a first come basis but will NOT be secured until a completed Outing Contractual Form has been returned to Woodhaven Country Club. A prepaid fee of \$1,000 is required to be paid by the outing at least **90 days** prior to the date of event. Outings that do not submit this fee, at least 90 days prior to the event date will be in jeopardy of losing their requested date. This fee consists of; A) Opening Club Fee- a non-refundable fee of \$250 is charged to reserve the date. B) a deposit of \$750 is required at time of booking. Once paid, the \$750.00 deposit will become 100% refundable if the outing is canceled, in writing, at least 60 days prior to the event date. In the event that an outing is cancelled within 60 days of the scheduled date, the entire \$1,000 deposit becomes non-refundable. *COVID-19 exception: In the event Woodhaven is unable to host your outing due to mandatory shut-down or Governor mandated restrictions, your deposit will be refunded in full or applied to a future outing.* All deposits will be applied towards payment of your final invoice.

## **OUTING PARTICIPANTS:**

A guaranteed number of sixty (60) paid golfing participants are required on the day of the event. If the number of final participants is lower than sixty (60), the event will be invoiced for the minimum guaranteed number of sixty (60).

The final number of participants, including team rosters and individual player names, must be turned into Woodhaven Country Club at least 72 hours prior to the event (Friday for a Monday event). The event will be responsible for payment of the number of (teams) the event turned in 3 days prior to the event. The event is responsible for paying for teams in full not individuals.

A guaranteed food and beverage count is required at least 5 days in advance of the event (Wednesday for a Monday event) to ensure quoted catering and food and beverage pricing. The event will be responsible for payment of the agreed number of diners the event turned in 5 days prior to the event. Increases to the number of participants, within 5 days of the event, may be subject to additional fees.

## **FOOD AND BEVERAGE FEES AND GUIDELINES:**

Events are required to use Woodhaven Country Club for all food and beverage needs. Due to ABC regulations, alcohol purchased anywhere other than Woodhaven Country Club, is NOT permitted on the property. Our catering packet has a wide variety of food & beverage options to fit any budget or outing from box lunches to a formal sit down, plate-up dinner. Personal coolers may not be brought onto the facility grounds. A bartender is required for all events in which alcohol will be served.

Exception: Charitable donated non-alcoholic product will be allowed if approved by a Woodhaven Country Club official prior to the event. Additional fees may apply for donated product.

Initials \_\_\_\_\_

## **CLUB POLICIES:**

Proper attire must be worn, at all times, on Club property. Bathing suits, gym shorts, T-shirts, tank tops, tube tops, halter-tops, mesh shorts, cut-offs, short shirts, tennis outfits, and other similar dress are inappropriate. Any member or guest who is not attired properly may be restricted from the Club and not permitted on the course. Woodhaven is a “soft spikes” facility. The applicant organization agrees to indemnify and hold harmless Woodhaven Country Club and any staff or employees from liability arising from the negligence of the outing and its participants or guests. Tax exempt organizations must supply approved documentation by the State of Kentucky Department of Revenue Services at least two weeks prior to the event in order for tax to be withheld from billing. Woodhaven Country Club is not responsible for the damages or loss of any items left on Club property after the event has ended. Items and materials must be removed from the Club before 8:00 AM the day following the event. Woodhaven is not liable for the security of these items.

## **PAYMENT OF FINAL INVOICE:**

Final invoice payment for your golfers and all food and beverage charges will be due within 10 days of the event. Woodhaven will accept company check or credit card for final invoice. Any other “last minute” incidental charges or services will be billed to the event coordinator on the day after the conclusion of the event (i.e. your after-golf bar tab)

## **INCLEMENT WEATHER:**

If play is unable to resume due to the continued threat of lightning or golf course closure, Woodhaven Country Club management will meet with the event coordinator to reach a mutually agreeable decision regarding the event. If available, a rain date may be scheduled. Refunds may be issued depending on the number of holes completed. There are no provisions for delaying food and beverage services that have been contracted. The applicant organization will be responsible for all food and beverage expenses contractually made. Cancellations the day of play may only be made if the golf course is closed by the Head Pro and Superintendent.

## **GOLF CAR GUIDELINES:**

Golf cart rental is required for all tournaments. We will make every effort possible to provide extra golf cars for your sponsors and volunteers needs. Woodhaven Country Club will provide at least 70 golf cars on the day of the event, any additional golf cars needed will require an additional charge of \$50 per car. Notice and head counts for extra golf cars must be provided 10 days prior the event date. All operators must have a valid operator’s license. The tournament will be held liable for any damage that may occur to the golf cars during tournament use.

## **GOLF MERCHANDISE MINIMUM:**

All events are required to spend a minimum of \$250 in the Woodhaven Golf Shop. This may be used in the form of actual retail merchandise or gift certificates.

Initials\_\_\_\_\_

# OUTINGS CONTRACTUAL PAGE

I have read and understand Woodhaven's Outing Policies and Guidelines, and agree to the terms and conditions set forth in the selected Outing Packages and optional services. This application will provide a reservation until a deposit is required, and then constitute a confirmed agreement, subject to cancellation by either party as set forth in the Outing Policies and Guidelines

Event Name: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Expected # of Golfers: \_\_\_\_\_

Date Deposit is required (90 days prior) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell Phone #: (\_\_\_\_) \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
**Coordinator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Woodhaven Representative**

\_\_\_\_\_  
**Date**

Please mail the two initialed Rules & Guidelines pages, as well as the completed and signed Outing Contractual Page to the address below to secure your outing day. Your \$1,000 deposit is due at least 90 days prior to your outing date.