

MARSHALLIA RANCH



GOLF COURSE

**TOURNAMENT
INFORMATION**

WELCOME

- ❖ Your interest in holding an event at our Golf Complex has led to the compilation of this step-by-step, easy-to-use tournament package. This brochure was designed to guide you through the many details and arrangements entailed in organizing a successful event. The information included has been derived from past questions, concerns, and experiences.
- ❖ Please contact our Administration Office for any additional information.
- ❖ *I would like to thank you for your valued interest, and we look forward to hosting your event.*

Bruce Miller
Director of Golf
Marshallia Ranch Golf Course

- ❖ **Important Numbers:**

Administration Office	734-4764
Pro Shop / Catering	606-6262
Fax	606-9805

GENERAL INFORMATION

AMENITIES

Marshallia Ranch Golf Course offers its guests an 18-hole Championship Golf Course, practice putting and chipping green, pitching green and bunkers, and a driving range. The clubhouse includes a well stocked Pro Shop, Grill and a Gentlemen's and Women's Lounge (both of which include shower facilities). The complex is managed in a relaxed "country-club" atmosphere with hospitality remaining our first priority.

TOURNAMENT BOOKING REQUIREMENTS

All requests for organizational and special interest group tournaments must be made with the Director of Golf, or his assistant. All requests for five or more tee times will be considered a tournament, and participants must pay the current private tournament rate. Organizations or private interest groups will guarantee a field of 92 players in order to host a shotgun start tournament. A mini shotgun start tournament must have at least 60 players. Any event with less than 60 players will use a block of tee times. Power carts are required for all non-military shotgun start tournaments. Shotgun events will begin at 1230 during daylight savings time months and 1200 during non-daylight savings time months. The earliest tee time for non-shotgun start tournaments on weekends or holidays will be 1230 and 1200, the same as for shotgun start tournaments. All non-military full shotgun tournaments will be billed for a minimum of 92 players green fees and 46 carts (Carts are mandatory for shotgun start tournaments regardless of how many participants). The same policy applies to any non-military mini shotgun tournaments. Event will be billed for 60 players and 30 carts if less than the required number of players participate. Military players will be required to pay for 92 and 60 players but carts are not mandatory.

TOURNAMENT REQUEST

Upon making your tentative booking, a Tournament Contract must be submitted to the Golf Course Director. Upon receipt, our Administration Office will return a confirmation letter for your records. A Tournament Contract must be submitted a minimum of 30 days in advance of an event or the reservation will be dropped.

GOLFING REQUIREMENTS

PAYMENT FOR GOLF COURSE SERVICES

The tournament chairman/representative must agree to the following:

- ✘ Pay a deposit equal to 25% of anticipated fees to reserve the golf course not later than 30 days prior to the tournament.
- ✘ Ensure that 100% of all fees and charges are paid on the day of the tournament.
- ✘ That payments will not be refunded except in the event the course is closed due to inclement weather.
- ✘ Forfeit 50% of the deposit if canceling the tournament with less than 48 hours notification.
- ✘ Military activities have priority over all other activities and that I should check 14 and 7 days prior to my scheduled event to insure that no military requirements have pre-empted my tournament.
- ✘ Give Gift Certificates from the Marshallia Ranch Golf Course pro shop as prizes (a minimum amount of \$1.00 for every player in the tournament). If this requirement is not met, no further golf tournaments will be allowed at the Marshallia Ranch Golf Course.
- ✘ Play will be foursomes only.
- ✘ If the tournament has any non-golfers, the event must be a select shot type tournament. This will keep speed of play acceptable.

FOOD AND BEVERAGE

All food and beverage must be secured from the Golf Course Grill. Any violations of this requirement could lead to cancellation of future tournaments for your organization. An exception to this requirement exists for the on course beverage cart where a corkage fee is available.

To provide your thirsty golfers with their favorite beverages while playing, the Golf Course staff can provide beverage carts for your event.

******Private ice chests and coolers are not allowed on the golf course******

COMPETITION MARKERS

For the “Longest Drive” and “Closest to the Pin” markers, please indicate number of markers and hole assignments on the Tournament Contract. The Golf Course Staff will prepare your competition markers in advance and place them on the course. Common holes used for the Longest Drive competition are: #4, and 14. For the Closest to the Pin, #3, 7, 13, and 17 are available.

SCORE SHEETS, SCORECARDS, AND CART SIGNS

The golf course staff will prepare scorecards, and cart signs for your event. Please turn in a roster for your tournament two days prior to enable the staff to perform this service. Also the golf course staff will prepare score sheets and hole assignments.



TOURNAMENT PRIZES

We invite you to visit our Golf Shop to view the latest in state-of-the-art equipment. A member of our golf staff will gladly assist you in choosing an appropriate prize package for those lucky winners. *Cash prizes are not authorized for any event on Marshallia Ranch Golf Course.* Gift Certificates are also available for your convenience and may be purchased in any dollar amount from our Pro Shop.

INCLEMENT WEATHER

Due to unforeseen inclement weather, the occasional “rain-out” is inevitable. Please make early telephone contact with the Golf Course Administrative Office should there be stormy or uncooperative weather on the day of your event. The “General Rule” is that we do not close the course; however, should the course become deemed unplayable, we will try to reschedule on the next available date suitable to your agenda. In the event weather conditions deteriorate after your event has started, it may be necessary for the golf course to call all players off of the course. A golf course representative will be sent out to inform all players that the course is closed due to threatening weather conditions. If this does occur, the course is closed and you MUST return to the clubhouse.

ADMINISTRATIVE REQUIREMENTS

- ✘ List of tournament participants must be forwarded to the Golf Course Administrative Office 48 hours in advance of the event.
- ✘ A Completed *Tournament Contract* must be submitted to the Golf Course a minimum of 30 days in advance of the event.
- ✘ All fees and charges for participants will be collected by the project officer and paid to the Golf Course the day of the event. Payment will be substantiated by the required accounting documentation (tournament roster) listing individual participants by name, rank (or grade), and amount of payment.

TOURNAMENT ROSTER

A tournament roster, such as the sample below, must be turned in to the Pro Shop the day of the event. This roster must contain each participant's name, grade, green fee amount (or Advanced Green Fee card receipt), and cart rental amount. This roster is necessary for the records we are required by the Air Force to keep and is also used to determine payment for the event. Your cooperation in this matter is most appreciated.

SAMPLE ROSTER

XYZ REUNION TOURNAMENT

1 April 2011

<u>NAME</u>	<u>GRADE</u>	<u>FEE</u>	<u>CART</u>
BEN HOGAN	GS-11	\$25.00	\$12.00
ALBERT P.	O-3	\$25.00	\$12.00
WALLY WAL	RET E5	\$23.00	\$12.00
BILL DOE	E-1	\$16.00	\$12.00
JON LITTLE	Guest	\$42.00	\$12.00
JULIE DOE	WG-6	\$23.00	\$12.00
TOM H.	Contractor	\$42.00	\$12.00
SAM SMITH	GS-14	Member	\$12.00

FEES & CHARGES

MILITARY UNITS LOCATED ON VANDENBERG AFB:

- ✘ 1. Tues-Fri Shotgun Start (0730 or 1300 hrs) - Minimum 96 people(sponsor will be responsible for green fees only for each golfer less than 96):
- ✘ 2. Tues-Fri Mini Shotgun Start (1300 hrs):
- ✘ 3. Tues-Fri Tee Times - 20 or more people:
- ✘ 4. Sat-Sun Tee Times after 1200 hrs:
 - ✘ Member (Mil) 0
 - ✘ Member (Civ) 0
 - ✘ Non-Member Mil E1-E4 \$16.00
 - ✘ Non-Member Mil E5-Above \$23.00
 - ✘ Non-Member DOD \$27.00
 - ✘ Non-Member CIV \$42.00

NON MILITARY UNITS OR GROUPS:

- ✘ Tues-Fri Shotgun Start (0730 or 1230 hrs) - Minimum 96 people (sponsor will be responsible for green fees only for each golfer less than 96):
- ✘ CARTS MANDATORY - Price includes the cart.
- ✘ Tues-Fri Mini Shotgun Start (1300 hrs) - Minimum 60 people (sponsor will be responsible for green fees only for each golfer less than 60):
- ✘ CARTS MANDATORY - Price includes the cart.
- ✘ Tues-Fri Tee Times - 20 or more people.
- ✘ Sat-Sun Tee Times after 1200 hrs.
 - ✘ Member (Mil) \$12.00
 - ✘ Member (Civ) \$12.00
 - ✘ Non-Member Mil \$33.00
 - ✘ Non-Member DOD \$37.00
 - ✘ Non-Member CIV \$52.00

- ✘ PRICES ARE SUBJECT TO CHANGE

MENU OPTIONS

19th HOLE COOKOUTS

(Requires a minimum of 30 guests.)

1. Hamburger with Chips and Baked Beans	\$7.00
2. Hamburger/Hot Dog with Chips and Baked Beans	\$8.00
3. Two Hot Dogs with Chips and Baked Beans	\$6.50
4. BBQ Sandwich with Chips and Baked Beans	\$6.50
5. Pulled Pork Sandwich with Chips and Baked Beans	\$7.00
6. Heavy Hors d'oeuvres Menu	Available Upon Request

All cookouts come with choice of Iced Tea or Lemonade.
A final guest count is needed 5 days in advance of all 19th Hole Cookouts.

BEVERAGES

BEER (KEG).....	\$125.00
BEER (CAN).....	\$2.00
SODA.....	\$1.00
WATER.....	\$1.25
CORKAGE FEE.....	\$0.25 per cn/btl

The Marshallia Ranch Grill is always pleased to help you with your food and beverage needs. If you do not see a package which meets your tournament needs, please give us a call and we will be glad to work with you to make your event a total success.

FOR MARSHALLIA RANCH TOURNAMENT INFORMATION OR BOOKINGS,
PLEASE CALL 606-6262



TOURNAMENT CONTRACT

Name of Tournament _____

POC _____ Phone Number _____

Routing Symbol or Address _____

E-mail Address _____

Date of Tournament _____ Time _____ Shotgun - Tee Time (*circle one*)

Anticipated number of players _____ Number of Carts Required _____

SPECIAL REQUESTS

MEN: Closest to Hole: #3, #7, #13, #17 Long Drive: #4, 14 Straight Drive: #14

WOMEN: Closest to Hole: #3, #7, #13, #17 Long Drive: #4, 14 Straight Drive: #14

Other: _____

Do you require a Microphone/PA system: Yes No

Do you require a Beverage Cart (only available for full shotgun tournaments): Yes No

FOOD REQUIREMENTS: (OUTSIDE FOOD AND DRINKS ARE NOT ALLOWED UNLESS CORKAGE FEE HAS BEEN PAID TO GOLF COURSE. THIS INCLUDES SNACKS AND BOTTLED WATER.)

Meal: _____

Serving Time: _____ Other Food and Beverage: _____

As Project Officer I understand my responsibilities as explained in the *Tournament Information* package and agree to abide by all the requirements contained therein. I further understand that I am responsible for collecting all fees and charges from tournament participants to make payment to the golf course.

PROJECT OFFICER:

SIGNATURE: _____ DATE: _____

GOLF COURSE MANAGER: APPROVED - DISAPPROVED

SIGNATURE: _____ DATE: _____