



Dear Tournament Coordinator,

Thank you for inquiring to have The Club at Ironwood host your next golf outing. We are equipped to customize your event in a variety of ways including scorecards, event prizes and food and beverage options just to name a few.

Enclosed, you will find an event guide, tournament enhancement options, food and beverage packages and an application. To secure a date for your outing, a completed application and required deposit must be mailed or hand delivered to The Club at Ironwood Pro Shop. When we receive the completed application we will set up a time to meet in person or by phone to confirm all tournament arrangements and service requests.

Please feel free to contact us directly with any questions you may have. We look forward to hosting your event and will make every effort possible to make it a truly special occasion.

Sincerely,

Ray Ellington
General Manager

Eric Hooke
Head Golf Professional



OUTINGS RULES & GUIDELINES

SECURING A DATE

- A non-refundable booking fee of \$250 is required to confirm an outing date and start time on The Club at Ironwood calendar. Dates are reserved on a first come basis and will not be held until a completed application form has been returned. Deposits are required at the time of application.
- A Friday rain date cannot be guaranteed during certain times of the year. A Monday-Thursday rain date may be available for an additional booking fee that would be credited toward the final invoice.

EVENT PLANNING

- The event organizer must meet with The Club at Ironwood Golf Professional at least 2 months prior to the event to fully plan.

GOLF CART GUIDELINES:

- Golf cart rental is required for all tournaments, and is included in the package price. We will make every effort possible to provide extra golf carts for your sponsors and volunteers needs. All operators must have a valid driver's license. The tournament will be held liable for any damage that may occur to the golf cars during tournament use.

FOOD AND BEVERAGE FEES AND GUIDELINES:

- The tournament per person charge includes one meal option – Continental Breakfast, Boxed Lunches or Post Round Buffett. Additional meals may be requested at the applicable catering rates.
- Outside food and beverage is not allowed unless authorized by the General Manager
- A guaranteed food and beverage count is required 14 days in advance of the event. Any items rented or purchased on behalf of the event, will be passed on to the event. The club reserves the right to adjust food and beverage prices based on market prices within 30 days of the event.
- ***Due to ABC regulations, alcohol purchased anywhere other than Ironwood, is not permitted on the property. Personal coolers may not be brought on to the facility.***

CLUB POLICIES:

- Proper attire is required on club property. Bathing attire, gym shorts, T-shirts, tank tops, tube tops, halter-tops, mesh shorts, cut-offs, short shirts, tennis outfits, and other similar dress are inappropriate. Men's shirts must be collared, unless inclement weather warrants other seasonal attire. Denim is not permitted.
- Decorations, signage, and promotional materials displayed at Ironwood must be approved by the General Manager or Head Golf Professional. All materials erected by the organizing party must be removed from the property at the conclusion of the event unless disposal or storage arrangements have been made.
- The applicant organization agrees to indemnify and hold harmless Ironwood 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 Virginia Department of Revenue Services at least two weeks prior to the event in order for tax to be withheld from billing.

DAMAGES:

- Organizer shall pay to The Club at Ironwood, at replacement value, any property (premises, golf course, carts, building, or restaurant equipment) owned by The Club at Ironwood which is damaged by any of the golfers in the Organizer's event.

CONDUCT:

- Organizer is responsible for all participant conduct and actions.
- The Club at Ironwood's Head Golf Professional and Staff with regard to pace of play, conduct on the golf course, and any related activities, reserves the right to remove any participant who refuses to comply with club policy.

MERCHANDISE:

- All event prizes must be purchased through the Ironwood pro shop
- No outside vendors are allowed
- These requirements may be waived at the General Manager's discretion

INCLEMENT WEATHER:

- If play is unable to resume due to the continued threat of lightning or golf course closure, Ironwood management will meet with the event coordinator to reach a mutually agreeable decision regarding the event.
- 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 Superintendent.

GOLF EVENT CONTRACTUAL PAGE

I have read and understand The Club at Ironwood’s Outing Policies and Guidelines, and agree to the terms and conditions set forth in the selected Outing Packages and optional services.

Event Name: _____

Requested Date: _____ **Expected # of Golfers:** _____

Requested Start Time: _____

Food and Beverage Selection:

Continental Breakfast Boxed Lunch Post Round Buffet _____

Event Contact Person: _____

Phone #: (____) _____

Email _____

Client Signature _____ **Date** _____

Ironwood Staff Signature _____ **Date** _____

PAYMENT SCHEDULE

\$250 non-refundable deposit due with application
Payment of the invoice is due at the conclusion of the event.

Please mark desired payment method: Check: _____ Credit Card: _____

**a 3% processing fee will be added to all Credit Card Transactions*