



## 2019 RIVER OAKS GOLF TOURNAMENT PACKET



11099 South Highway 61  
Cottage Grove, Minnesota  
55016

651-438-3627 ext. 2

Dear Golf Event Planner,

Thank you for considering River Oaks to host your golf event!

We have a course suited for all skill levels, wonderful greens, and attentive staff ready to help make your golf event a success!

River Oaks Golf Course is an 18-Hole scenic golf course with a par of 71. We have 57 sand bunkers and three ponds located amongst the course. This allows for slight challenges for experienced golfers and fun obstacles for those still newer to the sport!

Our team here at River Oaks is dedicated to making your event the best it can be. We strive to make each event we host better than the last! We look forward to working with you on your upcoming golf event and if you have any questions regarding any aspect of planning your event, feel free to let us know.



## CONTENTS

12 Tips Every Golf Event Planner Must Know.....	3-4
Tournament Details & Pricing.....	5
Add-Ons.....	6
Food Options.....	7
Custom Buffet Options.....	8
Tournament Policies and Regulations.....	9
2019 Golf Tournament Application.....	10

# 12 TIPS EVERY GOLF EVENT PLANNER MUST KNOW

## ***DETERMINE YOUR TOURNAMENT OBJECTIVES***

Raise funds for charity, raise funds for a school cause, thank you to customers or employees, or raise awareness for a non-profit organization.

## ***IDENTIFY WHO WILL ATTEND***

How big is your network? You need to identify what type of network you and your committee have. Most of the people I know are in the Medium Income range, so my events are always priced between \$75 and \$250. Whereas celebrities probably only attend tournaments that cost in the \$5,000+ range.

## ***PRICING YOUR EVENT***

You want to price your event with a 50-100% markup. Many event coordinators will tell you that you will make most of your money off of raffles, silent and live auctions and sponsorships and to be reasonable with the price so you will have a good attendance. We disagree, because your attendance will come from your network and in all my years in business, price has never been the issue when targeting to the right people. If we look at the markup as our cushion for a scenario with a low turnout, then everything else from sponsorships and raffles will be an extra bonus!

## ***CUTTING COSTS***

Often, first time tournament hosts will spend too much money on the extras. Getting shirts made, promo items, advertising, and prizes that only take away from your profit. It isn't easy, and takes some maneuvering, but if you work hard enough, you can get a lot of those items donated, which will again reduce costs and increase profits.

## ***PICKING THE RIGHT DATE & TIME***

As an event venue who also attends multiple networking events a week and also hosts events for a living, we know how important it is to pick the right date and time for your event.

## ***ENLISTING INFORMED AND FRIENDLY VOLUNTEERS***

Having informed and personable volunteers makes registration and play easy, and having clueless volunteers or not enough volunteers can lead to frustration and confusion. When it comes to volunteers, communication and training is key. There are also many tasks involved when coordinating a golf tournament and it's important to have committees that can make sure all of the tasks get done before and after your event.

## ***KEEPING YOUR TOURNAMENT FAST PACED & ORGANIZED***

Golf is a slow paced sport, but that does not mean that people want to spend 7 hours on the course. Keep the tournament fast paced and fun by picking the right golf format and keeping things organized. When choosing your event format for your tournament, again think back to who will be attending your event. Better players may want a more traditional format (stroke play or match play), whereas novices (people who aren't as good at the game) may want to play formats that are a bit easier (best ball or scrambles) which are less intimidating, more enjoyable by all participants and easier to score.

# 12 TIPS EVERY GOLF EVENT PLANNER MUST KNOW

## ***TOURNAMENT EXTRAS - GALA'S, BREAKFAST & ALCOHOL***

In addition to picking your tournament format, you will want to choose what the whole event will look like. We've been to events that had no alcohol and others that had booze on every hole. Some tournaments have a Bloody Mary bar with breakfast followed by the tournament and a luncheon. Others will have a boxed lunch followed by a cocktail happy hour reception followed by a gala. You need to decide how much detail you want to add to the event. In our opinion, having food and possibly a beverage at the start of your event is a nice touch, and having a quick dinner or lunch afterwards is also ideal. Make sure you don't drag the dinner out, because too many tournaments end up being excruciatingly long and people need to get back to work or to their families.

## ***SHOW APPRECIATION FOR YOUR PLAYERS THROUGH GIFTS & PRIZES***

Gifts and prizes are another step of planning that should not be overlooked. Departure gifts will keep you in your players' minds when they leave the tournament, and welcome gifts will make the players feel special and appreciated. There is no replacement for a classic and carefully thought out gift for your players, and it is worth the extra investment.

## ***CULTIVATE A FUN ATMOSPHERE***

Gifts and prizes are an important aspect of a successful event, but nothing will be a better advertisement for next year's tournament than making this year's tournament the place to be. Fun contests, a professional feel, and a great atmosphere are what your players will remember when deciding which tournaments to attend next year.

## ***SECURING GREAT SPONSORS***

As far as sponsors go, the key to getting them to return year after year is getting them involved in your cause. If your tournament is for a non-profit, this means allowing the sponsors to meet some of the people they are directly benefiting with their sponsorship. If it is for a corporate event, talk to the sponsor about what his or her support is achieving and how important they are to you and your company. Don't forget that sponsors are also at your event for exposure, so make sure they get time to talk to the players and meet as many people as possible. As the tournament organizer, it is up to you to make sure connections are being made and that people are being given what they have been promised. Another important part of retaining players and sponsors is having a memorable awards ceremony that is inclusive and fun. The awards ceremony is how you wrap up the day, and highlight the purpose of the tournament. The mood of the awards ceremony is the mood that the players will leave with at the end of the night, so make it full of fun speeches, great prizes, and delicious food.

## ***WORK WITH A STAFF THAT CARES***

We would enjoy the opportunity to work with you in helping you achieve your goals with our professional and personable staff that will be here every step of the way to help guide you.

# TOURNAMENT DETAILS & PRICING

Our prices are based on flat rates; this means that no matter the amount of golfers you have you pay the same price. Our recommendation is you try to get as many golfers as possible to get the most out of your booking experience! Because of the flat rate, all you need to do is book and pay your deposit. We don't need to know exact number counts on golfers until 7 days from your event!

## The basic flat rate covers the following:

- Event Coordinator on site to help you plan and execute your event
  - 18 holes of golf
- Power carts equipped with The Shark Experience for up to 144 players
  - Open driving range before your event starts
- A complimentary prize of 4 rounds of golf with a cart for you to use as a silent auction or raffle prize
  - Private event facilities
- Set-up and cleanup of check-in area and event facilities
  - Personalized scorecards and golf cart name plates
  - Video leaderboard in event facilities
- A complimentary beverage cart to be driven around throughout your event serving your guests via cash or drink tickets

### Tournament Prices for dates Before May 19 or after September 16

<b>Monday through Thursday Tournament Dates</b>	\$3,500
<b>Friday through Sunday Tournament Dates</b>	\$4,500

We like to offer those a deal for booking early with us before our schedule is set come regular season time. During the regular season, we tend to be booked with our leagues and daily golf events so we like to let our league members know about changes in schedules as early as possible. We can fit your golf events in if you book after May 1st, we just would like to be booked up and ready to help you for the longest time possible.

### Tournament Prices for dates May 20 through September 15

<b>Monday through Thursday Tournament Dates</b>	\$4,500
<b>Friday through Sunday Tournament Dates</b>	\$5,500

If you book before May 1st, with 100 golfers, it only costs about \$35 per golfer. Think about if you increase the number! More golfers=less money per golfer! Who doesn't love that?! With this option, it allows you to raise more money for your event and still offer dinner for your guests after their round!

# ADD-ONS

At River Oaks, we like to help you customize your golf event to make it the best it can be for your guests. We offer options either a la carte or as a package deal based on your tournament needs.

A La Carte Pricing	
Additional Carts – for over 144 players	\$40/cart (minimum of 10 required)
Drink Tickets for Beer, Wine, or Rail Drinks	\$5.50 per ticket plus tax & 18% gratuity
16 Gallon Keg – Domestic	\$325 plus tax & 18% gratuity
16 Gallon Keg – Specialty	\$475 plus tax & 18% gratuity
Shark Experience – Play	\$5.99 per cart
Shark Experience – Play & Listen	\$7.99 per cart
Shark Experience – Play, Listen, & Watch	\$9.99 per cart
\$10,000 Hole in One Prize on Hole #7	\$5.00 per player
\$20,000 Hole in One Prize on Hole #7	\$10.00 per player
\$40,000 Hole in One Prize on Hole #7	\$20.00 per player

Package Pricing		
*All prices are per player and subject to applicable sales tax		
Par Package	Birdie Package	Eagle Package
\$20	\$30	\$45
\$10,000 Hole in one prize on hole #7	\$20,000 Hole in one prize on hole #7	\$40,000 Hole in one prize on hole #7
Shark Experience – Play	Shark Experience – Play & Listen	Shark Experience – Play, Listen, & Watch
River Oaks shatterproof, reusable glass	River Oaks shatterproof, reusable glass	River Oaks shatterproof, reusable glass
Sleeve of Pinnacle golf balls for each player	Sleeve of Titleist NXT golf balls for each player	Sleeve of Titleist Pro V golf balls for each player
Bag of tees for each player	Bag of tees for each player	Bag of tees for each player

# FOOD OPTIONS

All food and All food and beverage are subject to 18% service charge, MN state taxes and any applicable county taxes.  
Prices valid for 2019 and subject to change for 2020. Chef reserves right to make substitutions.

*Minimum 25 people*

## The Continental

Seasonal Fresh Fruit  
Mini Bagels with Cream Cheese  
Muffins  
Chilled Juices  
Coffee, Tea and Milk  
\$8 per person

## All American

Garden Salad or Caesar Salad  
Choice of Dressing  
Warm Rolls with Butter  
Southern Fried Chicken  
7 Hour Pulled Pork  
BBQ Sauce  
Buttered Corn  
Mashed Potatoes with Gravy  
\$14 per person

## Italian Feast

Rigatoni Noodles  
Alfredo and Marinara Sauces  
Garden Salad or Caesar Salad  
Choice of Dressing  
Grated Parmesan Cheese  
Freshly Baked Bread Sticks  
\$10 per person  
*Choose one of the following meats:*  
Italian Sausage & Peppers (add \$2)  
Grilled Chicken (add \$3)  
Baked Italian Meatballs (add \$2)

## Full Breakfast Buffet

Seasonal Fresh Fruit  
Assortment of Danishes  
Scrambled Eggs  
*Choice of one:*  
*French Toast, Pancakes or Waffles*  
Bacon and Sausage  
Whipped Cream  
Maple Syrup  
Fresh Croissants  
Breakfast Potatoes O'Brien  
Chilled Juices  
Coffee, Tea and Milk  
\$15 per person

## Stadium Buffet

*Choose ONE meat:*  
*Hamburgers, Jumbo Hot Dogs, Grilled*  
*Chicken Breasts, Beer Brats*  
Potato Salad  
Kettle Potato Chips  
Assorted Sliced Cheeses  
Tomatoes, Pickles, Lettuce, Onions  
Mayo, Ketchup, Mustard  
Buns  
\$12.00 per person  
*Add another meat for:*  
*\$3.00 per person*

## Taco Bar

Flour Tortillas  
*Choose ONE meat:*  
Taco Beef or Taco Chicken  
Shredded Lettuce, Diced Onions  
Shredded Cheese, Sour Cream,  
Jalapenos, Salsa  
Refried Beans, Spanish Rice  
Fried Tortilla Chips  
\$13 per person  
*Add a 2nd meat for:*  
*\$2.00 per person*

## Boxed Lunch

*Sandwich Options:*  
Turkey & Provolone  
Ham & Swiss  
Roast Beef & Cheddar  
*Box also includes:*  
Bag of Potato Chips  
Pickle Spear  
Cookie  
\$11 per person

## Grill Outside\*

*Choose TWO Meats:*  
Hamburger, Jumbo Hot Dog, Grilled  
Chicken Breast, Beer Brat  
Bag of Potato Chips  
Buns & Condiments  
\$13 per person  
*Add another meat for:*  
*\$3 per person*  
*\*Minimum of 50 people required to grill*  
*outside*



# CUSTOM BUFFET OPTIONS

All food and beverage are subject to 18% service charge, MN state taxes and any applicable county taxes. Prices valid for 2019 and subject to change for 2020. Chef reserves right to make substitutions.

*Buffet prices are per person- One entrée, one salad, one vegetable, one starch*

*Want to have your meat carved? Additional \$75.00 per chef carving fee to apply*

*Minimum 50 people to customize buffet*

## *River Oaks Buffet - \$19.00*

*Includes warm dinner rolls and butter,  
ice water, and premium roasted coffee.*

*Add a 2<sup>nd</sup> entrée selection for an extra \$4.00 per person.*



### **Entrees – Select One**

Oven Baked Salmon *with teriyaki sauce*  
Baked Haddock *with lemon dill cream sauce*  
Sliced Roast Beef *with beef gravy and horseradish sauce*  
Baked Chicken *with parmesan cream sauce*  
Chicken Marsala *with Marsala mushroom cream sauce*  
Bruschetta Chicken *topped with tomato, garlic, olive oil,  
fresh basil, and drizzled with balsamic glaze*  
Sliced Oven Baked Ham *with maple glaze*  
Sliced Roasted Turkey Breast *with pan gravy*  
Sliced Roasted Pork Loin *with cherry glaze*

### **Salad**

#### **Select One**

*Add an extra salad for:  
\$3.00 per person*

Garden Salad *with choice of  
dressing*  
Tossed Caesar Salad  
Broccoli Sunflower & Bacon  
Salad  
Greek Salad  
Italian Pepperoni Pasta Salad  
Creamy Bowtie Pasta

### **Vegetable**

#### **Select One**

*Add an extra vegetable for:  
\$2.00 per person*

Green Bean Almondine  
Maple Glazed Baby Carrots  
Green Bean Casserole *with  
French fried onions*  
Vegetable Medley  
Buttered Corn  
Steamed Broccoli

### **Starch**

#### **Select One**

*Add an extra starch for:  
\$3.00 per person*

Buttered Mashed Potatoes  
Home-Made Herb Stuffing  
Saffron Basmati Rice Pilaf  
Herb Roasted Red Potatoes  
Au Gratin Potatoes  
Cheesy Hash Browns  
Mac & Cheese

# TOURNAMENT POLICIES AND REGULATIONS

## Deposit

Initial \_\_\_\_\_

- Tournament will be considered tentative until a deposit is received to confirm the booking
- ALL deposits are non-refundable
- River Oaks requires a 7 day notice prior to the event of the final number of golfers participating

## Cancellations

Initial \_\_\_\_\_

- Cancellations within 10 business days of the event will be charged the full tournament fees
- Tournaments play rain or shine
- If an event is canceled due to inclement weather, we can work with you to choose a new date or offer rainchecks up to the final number of golfers
- If an event is cancelled due to inclement weather, the event staff requires up to 90 minutes to prepare the tournament meal

## Payment

Initial \_\_\_\_\_

- A card must be on file to cover any additional expenses or damage incurred on the date of the function; (even if you pay for the event with cash or check)
- An invoice will be emailed on the day of or the day after the event. Payment is due within 10 days.
- Any balances outstanding beyond 30 days after the event will be charged to the card on file.

## Food & Beverage

Initial \_\_\_\_\_

- All prices stated on current price list are subject to change and will be confirmed no later than 45 days prior to event
- All food served must be prepared on the club premises.  
**Any leftover food must remain on club premises**
- All prices stated on the catering menu are subject to an 18% service charge and appropriate sales and liquor tax.
- We reserve the right to make substitutions to the final menu based on availability of pre-selected food and beverage.
- River Oaks must be notified 14 days prior to event of the event's final numbers

## Golf & Speed of Play

Initial \_\_\_\_\_

- Tournament must have a minimum of 72 players to guarantee a shotgun start and not regular tee times
- Slow play is not acceptable and golfers are asked to keep up with the group ahead of them
- Course Marshalls will monitor slow play and slow groups may be asked to pick up their ball and catch the group in front of them
- For shotgun tournaments, a maximum 5.5 hour round is expected. For tee time tournaments, a maximum 4.5 hour round is expected

## Golf Carts

Initial \_\_\_\_\_

- River Oaks has a total of 75 golf carts on the premises. Should the event require more than this, please advise 10 days in advance.
- The cost of additional cart rentals of \$40 per cart will be charged to the tournament. A minimum of 10 additional carts is required.

## Smoking or Vaping

Initial \_\_\_\_\_

- The entire Event Center is smoke and vape free.
- Your guests are permitted to smoke or vape outside the entrance or on the patio.

## Liquor Policy

Initial \_\_\_\_\_

- There will be zero tolerance for any alcohol brought onto River Oaks premises. All alcohol must be purchased through our Clubhouse, Beverage Carts, or Event Coordinators directly
- Any outside alcohol will be confiscated and playing privileges may be revoked
- Drink tickets are available for purchase and will be charged \$5.50 per ticket
- Kegs are available for sale through River Oaks, but we must be notified at least 14 days before event
- We reserve the right to decline beverage service to any person presumed to be under the legal drinking age or that cannot show a form of identification to verify age.
- We reserve the right to refuse service to any guest who appears to be intoxicated or provides alcohol to guests who are under the legal drinking age.
- We reserve the right to remove any person that is being disruptive from our property.

## Miscellaneous

Initial \_\_\_\_\_

- River Oaks reserves the right to determine where sponsors and food & alcohol are located on the course and to change your start time, if necessary
- River Oaks reserves the right to take promotional pictures of your event and publish them online.

## Disclaimers

Initial \_\_\_\_\_

- River Oaks will not be held responsible for loss or injury suffered or incurred by any guests
- All signage, banners, supplies, etc. must be removed from the premises at the conclusion of your event
- Any negligent damage or lost equipment will be charged to the tournament, including but not limited to golf carts, property damage, and lost property



# 2019 GOLF TOURNAMENT APPLICATION

Tournament Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

On Site Contact (if different): \_\_\_\_\_

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

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Estimated Number of Players: \_\_\_\_\_

Tournament Date & Time: \_\_\_\_\_

## Food Options:

Breakfast Option	
Lunch Option	
Dinner Option	

## Optional Add-Ons:

Drink Tickets	
Domestic Keg	
Specialty Keg	
Shark Experience	Level:
Hole In One Prize	Prize Amount:
Par Package	
Birdie Package	
Eagle Package	

## Non-refundable Deposit: \$500

Please sign, initial, and email the last two pages to [dneitz@cottagegovernn.gov](mailto:dneitz@cottagegovernn.gov) or bring in completed forms in person to River Oaks Golf Course & Event Center

I have read, understand, and will abide to the policies and regulations as outlined in the Tournament Packet.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Method of Deposit Payment:  Card  Check  Cash