

2021 GOLF TOURNAMENT PACKET



Dear Golf Event Planner,

Thank you for considering River Oaks to host your golf event! Our golf course will challenge golfers of all abilities and experience levels!

Our attentive 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. If you have any questions regarding any aspect of planning your event, feel free to let us know.

I look forward to working with you. Feel free to call me anytime with questions at 651-438-3627 ext. 2. I also can be reached by email at jmann@cottagegrovemn.gov

Sincerely,
Jaime Mann
Events & Grill Manager

11099 South Highway 61 Cottage Grove, Minnesota 55016
(651) 438-3627 ext. 2





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TWELVE TIPS EVERY GOLF EVENT PLANNER MUST KNOW

1 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.

2 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.

3 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!

4 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.

5 Picking the right day and 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.

6 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.

7 Keeping your tournament fast paced and 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.

8 Tournament extras-Galas, Breakfasts and 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.

9 Show appreciation for your players through gifts and 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.

10 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.

11 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.

12 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.

SHOTGUN TOURNAMENT DETAILS AND PRICING

Our shotgun prices are based on flat rates, meaning 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 before your event.

The basic flat rate covers the following:

- Event Coordinator and staff on site to help you plan and execute your event
- 18 holes of golf
- Power carts with interactive GPS and Bluetooth speaker connectivity for up to 144 players
- Real time scoring on carts and video leaderboard in event facilities
- Open driving range before your event starts featuring Toptracer Range Mobile
- A complimentary prize of 4 rounds of golf 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 that can include up to 2 logos
- A complimentary beverage cart to be driven around throughout your event
- One sponsor sign per hole on golf cart screens (\$500 value) [you provide the artwork]
- All shotgun tournaments include a complimentary hole in one prize of a \$250 River Oaks gift card if anyone gets a hole in one during a shotgun
 - Any par 3s
 - Limit one per tournament

Tournament Prices for dates

Before May 17 or after September 20

Monday through Thursday Tournament Dates	\$4,500
Friday through Sunday Tournament Dates- 8:00 am or 2:00 pm start	\$5,500

Tournament Prices for dates

May 18 thru September 19

Monday through Thursday Tournament Dates	\$6,500
Friday through Sunday Tournament Dates- 8:00 am or 2:00 pm start	\$7,500

If you book before May 17th, with 100 golfers, it only costs about \$45 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	\$50/cart (minimum of 10 required)
Drink Tickets for Beer, Wine, or Call Drinks	\$6 per ticket plus tax & 18% gratuity
16 Gallon Keg –Domestic	\$375 plus tax & 18% gratuity
16 Gallon Keg –Specialty	\$475 plus tax & 18% gratuity

Swing Kings Hole in One Challenge



Build the excitement of your tournament by offering a hole in one prize at River Oaks! Imagine the marketing possibilities of your tournament with a potential prize of up to \$40,000 on hole #16! We offer three different levels of grand prizes on the camera hole and all the other par 3's have a \$500 hole in one prize.

TOURNAMENT PACKAGES

The Par Package

Cost per tournament player: \$5
Grand Prize on camera hole: \$10,000
Hole-In-One prize on all other par 3's: \$500

The Birdie Package

Cost per tournament player: \$10
Grand Prize on camera hole: \$20,000
Hole-In-One prize on all other par 3's: \$500

The Eagle Package

Cost per tournament player: \$15
Grand Prize on camera hole: \$40,000
Hole-In-One prize on all other par 3's: \$1,000

2021 RIVER OAKS GOLF TOURNAMENT

SOCIAL DISTANCING OPTIONS

Quick Start Tournament

\$67/person Monday-Thursday, \$69 Friday-Sunday

- Up to 128 players
- 72 player minimum
- Price includes:
 - Golf
 - Cart
 - Sponsor signs on cart (you provide the artwork)
 - Choice of one food option (from list below)
- Tax not included

Food options for Quick Start Tournaments include one meal per person.

We will include one food ticket per person for you to hand out based on your guest count.

Custom food options are available- call us for help planning your ideal menu.

Beef and Cheddar Basket

- Packaged in to-go containers
- Includes
 - Beef & cheddar sandwich
 - Bag of chips
 - Cookie
 - Bottle of water

Boxed Lunch

- Packaged in to-go containers
- Includes
 - Turkey or ham sandwich
 - Bag of chips
 - Cookie
 - Condiments
 - Bottle of water

Pulled Pork Basket

- Packaged in to-go containers
- Includes
 - Pulled Pork sandwich
 - Side of BBQ sauce
 - Bag of chips
 - Cookie
 - Bottle of water

Virtual Golf Tournament

\$49/person

- Vouchers valid anytime Monday-Thursday and after 1:00 pm Friday-Sunday (excludes holidays)
- Price includes:
 - Golf
 - Cart
 - One menu item
- Tax not included



FOOD OPTIONS

All food and beverage are subject to 18% service charge, MN state taxes and any applicable county taxes. Prices valid for 2021 and subject to change for 2022. 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
\$9/person

All American

Garden Salad or Caesar Salad
Choice of Dressing
Warm Rolls with Butter
Southern Fried Chicken
Buttered Corn
Mashed Potatoes with Gravy
\$14/person

Add pulled pork \$3/person

Italian Feast

Penne Noodles
Alfredo and Marinara Sauces
Garden Salad or Caesar Salad
Choice of Dressing
Grated Parmesan Cheese
Freshly Baked Bread Sticks
\$10/person

Choose one of the following meats:
Grilled Chicken (add \$3)
Baked Italian Meatballs (add \$3)

Full Breakfast Buffet

Seasonal Fresh Fruit
Scrambled Eggs
Choice of one:
French Toast, Pancakes or
Waffles
Bacon and Sausage
Whipped Cream
Maple Syrup
Fresh Mini Bagels With
Cream Cheese
Breakfast Potatoes O'Brien
Chilled Juices
Coffee, Tea and Milk
\$16/person

Stadium Buffet

Choice of ONE meat:
1/3 lb. Hamburgers, Jumbo Hot
Dogs, Beer Brats
Potato Salad
Baked Beans
Kettle Potato Chips
Assorted Sliced Cheeses
Tomatoes, Pickles, Lettuce,
Onions
Mayo, Ketchup, Mustard
Buns
\$12/person

Add another meat for: \$3/person

Taco Bar

Flour Tortilla
Choice of ONE meat:
Taco Beef or Taco Chicken
Shredded Lettuce
Diced Onions
Shredded Cheese
Diced Tomatoes
Sour Cream
Jalapeños
Sliced Black Olives
Salsa, Taco Sauce
Spanish Rice
Fried Tortilla Chips
\$13/person

Add another meat for: \$2/person

Boxed Lunch

Sandwich options:
Turkey & Cheddar
Ham & Swiss
Roast Beef & Cheddar
Bag of Potato Chips
Cookie
\$11/person

Grill Outside*

Choose TWO Meats:
Hamburger, Jumbo Hot Dog,
Grilled Chicken Breast, Beer Brat
Bag of Potato Chips
Buns & Condiments
Cookie
Add another meat for: \$3/ person
*Minimum of 50 people required to
grill outside
\$15/person

CUSTOM BUFFET OPTIONS

All food and beverage are subject to 18% service charge, MN state taxes and any applicable county taxes. Prices valid for 2021 and subject to change for 2022. Chef reserves right to make substitutions.

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

Minimum 50 people to customize buffet



RIVER OAKS BUFFET

Includes warm dinner rolls and butter
Ice water and premium roasted coffee

\$20/person

Entrees- Select One

Baked Seasoned Cod with lemon butter
Sliced Roast Beef with beef Au jus and horseradish sauce
Baked Seasoned Chicken with parmesan cream sauce
Baked Chicken Marsala with Marsala 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 Herb Roasted Pork Loin with pan gravy

Add a 2nd entrée selection for an extra \$4/person

Salad

Select One
Garden Salad
Tossed Caesar Salad
Broccoli Sunflower & Bacon Salad
Italian Pepperoni Pasta Salad
Add an extra salad for:\$3/person

Starch

Select One
Buttered Mashed Potatoes
Cornbread Stuffing
Yellow Rice Pilaf
Herb Roasted Red Potatoes
Au Gratin Potatoes
Cheesy Hash Browns
Mac & Cheese

Add an extra starch for:\$3/person

Vegetables

Select One
Green Bean Almondine
Glazed Baby Carrots
Vegetable Medley
Buttered Corn
Steamed Broccoli
Add an extra vegetable for:\$2/person

TOURNAMENT POLICIES AND REGULATIONS



Deposit

Initials _____

- 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

Initials _____

- 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 rain-checks up to the final number of golfers
- If an event is cancelled due to inclement weather, the event staff requires up to 2 hours to prepare the tournament meal

Payment

Initials _____

- 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 and Beverage

Initials _____

- 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 and Speed of Play

Initials _____

- 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 hour round is expected. For quick start tournaments, a maximum 4.25 hour round is expected

Golf Carts

Initials _____

- River Oaks has a total of 72 golf carts on the premises. Should the event require more than this, please advise 10 days in advance
- The cost of additional cart rentals (\$50 per cart) will be charged to the tournament. A minimum of 10 additional carts is required

Smoking or Vaping

Initials _____

- 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

Initials _____

- 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 \$6 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

Initials _____

- 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

Initials _____

- 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

2021 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 and Time: _____

Food Options	
Breakfast	
Lunch	
Dinner	

Optional Add-Ons	
Drink Tickets	
Domestic Keg	
Specialty Keg	
Hole in One Prize	Prize Amount:

Non-refundable Deposit: \$500

Please sign, initial, and email the last two pages to jmann@cottagegrovemn.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 Cash Check