



**WEST POINT GOLF COURSE TOURNAMENT REQUEST FORM  
FAMILY, MORALE, WELFARE AND RECREATION**

**Name of Group:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Primary Point of Contact (POC):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Alternate Number:** \_\_\_\_\_

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

**Alternate Point of Contact (POC):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Alternate Number:** \_\_\_\_\_

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

**Number of Players (Minimum 60):** \_\_\_\_\_ **Starting Time is 1200 unless otherwise approved in advance.**

**Our Tournament Package (60 – 72 players)**  
**\$65.00 Includes the following:**

- 1200 Shotgun
- Tournament Greens Fees
- Golf Cart Rental
- Tournament Scoring

**FORMAT OF OUTING:**

**Scramble:** \_\_\_\_\_ **Individual:** \_\_\_\_\_ **Other (PLEASE SPECIFY):** \_\_\_\_\_

**PREFERRED DATES:**

**1<sup>ST</sup> CHOICE** \_\_\_\_\_

**2<sup>ND</sup> CHOICE** \_\_\_\_\_

**3<sup>RD</sup> CHOICE** \_\_\_\_\_

<p>Special Instructions:</p>  <p>Hole Prizes:</p>
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## **Food Choice:**

Before Outing

After Outing

Add-Ons

Add-Ons

Beverage Service

Beverage Service

**PLEASE RETURN COMPLETED FORM TO THE WEST POINT GOLF COURSE AS SOON AS POSSIBLE TO EXPEDITE YOUR REQUEST AND TO HAVE A BETTER CHANCE OF GETTING THE DATE YOU PREFERRED**

## **Date Selection and Contract**

Once a date and time has been selected and approved by the tournament coordinator and the West Point Course Management Team a contract will be drawn up by the golf course. Both parties will review and sign for their records. With the contract there will be a cost estimate for the event. This will include the initial number of players as well as the price associated with the golf package chosen, in addition to extra professional services chosen or additional food and beverage options. Both the event contract and the event cost estimate must be signed and returned to the West Point Golf Course.

## **Final Player Count**

As an event coordinator you will need to have a rough number of players you are expecting for your golf outing. This is the number that will be on the initial cost estimate for your event. One of our managers will contact you when we are 30 days away from your event and see how the numbers are progressing. This allows us to better plan for your day. We require you have a final number 8 days in advance of your outing. This includes the number of golfers as well as the number of individuals that will be guests for food and beverage. This final number is what we will base the bill on at the end of the event.

## **Roster of Names**

We would like to have all of the names of the participants at least 5 days prior to the event.

## **Tee signs, Banners or Special Endorsements**

Many events have sponsors with signage that they would like to put out on the golf course. If possible, we would like to have the materials that are to be on the golf course at least 2 days in advance of your golf outing. We know the day of your event can be hectic and we strive to make things flow as smoothly as possible. This includes hole signs, hole in one prizes/signs, and on course contest materials.

## **Your Outing Day**

The day we have all been waiting for has arrived. Please tell your guests to arrive at the golf course at least one (1) hour before your starting time. We will provide a registration table for your use to check in guests. Our staff realizes how important this day is to you, so provide us with any additional information to make your day run smoothly. Our staff is dedicated to trying to be the best, so let us help you delight your players and make you look wonderful in their eyes. Please express any changes, questions, or concerns to the West Point Golf Course Management Team, and we will do everything to make your experience as enjoyable as possible.

### Awards and Prizes

When your group is finished with the round, our staff will collect scorecards, post scores, and prepare the final calculations for scoring. When your players have gathered, we will furnish you with information allowing you to present the prizes to your guests. This is another opportune time for you to say thank you to your guests and make them feel special.

### Event Payment

Final payment is due the day of the event. We accept checks and Discover/Visa/Master Cards only. Sorry, but we don't accept AMERICAN EXPRESS.

### Event Cancellation-

In the event that you need to cancel your tournament, it needs to be done, in writing, 30 days prior to your tournament. In the event of inclement weather, a golf tournament is deemed complete as soon as your players start to their respective holes.

### Rules and Regulations

The West Point Golf Course has established the following rules of play for tournaments and special events; we depend on your business and look forward to your use of our facility on a continued basis. Therefore, we ask that you not only conform to these rules, but also let us know how we can better serve you.

Please observe the following:

- Golf carts are required for all golfers (2 players per cart only.)
- All play will be in foursomes.
- Format for all events will be a scramble unless otherwise approved by the golf course tournament director/manager.
- Group representative will be responsible for any damage or injuries caused by their participants.
- All of MWR's rules and regulations must be adhered to, such as no outside food, alcoholic and non-alcoholic beverages may be brought onto the West Point Golf Course.
- Proper golf attire is required. Collared shirt, no cut off shorts.
- All players will need to keep pace with the group in front of them. This assists in a smoother and more enjoyable day for all participants.
- We reserve the right to remove any player from the golf course for inappropriate behavior or players that do not obey the directives of any of our golf staff.

### Tournament Coordinators Checklist

1. Submit a final count of participants AT LEAST 8 DAYS prior to the event to the West Point Golf Management Team.
2. Submit a list of all players' names at least 5 days prior to the event.
3. Prize amounts and arrangements must be finalized.
4. Tournament representatives to be at the course one hour before your players arrive to setup and get ready to register your participants.
5. Tournament organizers need to inform all participants of the following:
  - **Proper golf course attire is required (Shirt with sleeves and no cut-off shorts).**
  - **Alcohol may not be brought on the property of the West Point Golf Course**
  - **No personal coolers are allowed.**
6. Accept liability for any damage caused by the group to the golf course or equipment.
7. It is the sole responsibility of each golfer to notify the tournament director, or golf course staff in the event that they cause damage to any West Point Golf Course property.

