



## West Point Golf Course

1230 Route 218 & 9W North, West Point, NY 10996  
Phone: (845) 938-2435/4632 | Cell Phone: (845) 891-9823  
[steven.p.whipple.naf@army.mil](mailto:steven.p.whipple.naf@army.mil)

*Dear Tournament Coordinator:*

Thank you for considering The West Point Golf Course as the site for your next tournament! We take pride in offering great service to you and your golfers. Our available days for events are limited, so we encourage you to reserve your date as soon as possible. We have created some attractive golf packages for the 2024 golf season. Included in this packet are package pricing, details about setting up your event, information about our facility, contract information, and our food and beverage selections.

The West Point Golf Course is a fantastic venue to hold events from 72 - 144 players. We take great pride in our organized and professional approach to tournament operations and look forward to giving you the West Point Golf Course experience.

We look forward to working with your group during the 2024 golf season to make your event a great success! Please feel free to stop by and visit our facility prior to your event. We appreciate your support of the West Point Golf Course and look forward to hosting you.

*Sincerely,*

Steven Whipple  
Golf Program Manager  
[steven.p.whipple.naf@army.mil](mailto:steven.p.whipple.naf@army.mil)  
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## TOURNAMENT REQUEST FORM

NAME OF GROUP: \_\_\_\_\_

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

Alternate (POC): \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Primary (POC) Email: \_\_\_\_\_ Alternate (POC) Email: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

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

### Our Tournament Package (60 - 144 players) costs \$85.00, and includes the following:

- 1200 Shotgun
- Personalized Cart Sign
- Tournament Scoring
- Prize Fund Credit
- Golf Carts
- Tournament Greens Fees
- Personalized Scorecards
- Pro-Shop

**FORMAT OF OUTING** (Please Specify): \_\_\_\_\_

### **PREFERRED DATES:**

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

**Hole Prizes:** \_\_\_\_\_

### **Food Choice:**

Before Outing: \_\_\_\_\_

After Outing: \_\_\_\_\_

Add-Ons: \_\_\_\_\_

Add-Ons: \_\_\_\_\_

Beverage Service: \_\_\_\_\_

Beverage Service: \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED FORM TO THE WEST POINT GOLF COURSE AS SOON AS POSSIBLE TO HAVE A BETTER CHANCE OF GETTING YOUR PREFERRED DATE.**



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### **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 will be a cost estimate for the event. This will include the initial number of players and the price associated with the chosen golf package, as well as any extra professional services 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 to see how the numbers are progressing. This allows us to better plan for your big day. We require you have a final player count (with names) 14 days in advance of your outing.

### **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**

Please tell your guests to be at the golf course at least one (1) hour before your starting time. We will provide you with a registration table for checking in guests. Our staff realizes how important this day is to you, so feel free to provide us with any additional information that may help us make your day run smoothly. Please express any desired changes, questions, or concerns to the Golf Course Management Team as they arise, and we will do everything we can 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 the players have gathered, we will furnish you with the information needed to present their prizes. This is an opportune time for you to thank your guests and make them feel special.

### **Event Payment**

Final payment is due the day of the event. We accept checks and AMEX, Discover, Visa, and MasterCard.



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## Event Cancellation

If you need to cancel your tournament, it must be done in writing 30 days prior to the event. In the case of inclement weather, a golf tournament will go forward as soon as you approve the event and your players start to their respective holes. Once started, the tournament cannot be cancelled.

## Rules and Regulations

*The West Point Golf Course has established the following rules for tournaments and special events:*

- Golf carts are required for all golfers (2 players per cart only).
- All play will be in foursomes.
- Format for events will be a scramble unless otherwise approved by the tournament director.
- Group Representative will be responsible for any damage or injuries caused by participants.
- All of MWR's rules and regulations must be adhered to.
- Proper golf attire is required (collared shirt, no cut off shorts).
- All players will need to keep pace (15 minutes per hole) 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 refusal to obey the directives of our staff.

## Tournament Coordinators Checklist

1. Submit a final participant count at least 14 days prior to the event to the West Point Golf Course Management Team.
2. Finalize arrangements and prize amounts.
3. Tournament representatives must be at the course one hour before your players arrive to setup, and be ready to register their participants.
4. Tournament organizers need to inform all participants of the following:
  - Proper golf course attire is required (Shirt with sleeves and no cut-off shorts).
  - **No outside alcoholic beverages allowed on West Point Golf Course property.**
  - No personal coolers are allowed.
5. The Tournament Coordinator must accept liability for any damage caused by the group to West Point Golf Course property or equipment.

**NOTE:** *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 or equipment.*



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## West Point Golf Course Snack Bar Menu

### **Breakfast Sandwich and Coffee - \$9.00 per person**

- Sausage, Ham or Bacon + Egg and Cheese on a Brioche Bun
- Assorted Juices
- Coffee Station

### **Continental Breakfast - \$12.00 per person**

- Assorted Mini-Muffins
- Assorted Mini-Danishes
- Assorted Bagels with Cream Cheese
- Fruit Salad
- Coffee Station
- Assorted Juices

### **Box Lunch - \$15.00**

- Assorted Boars Head Deli Wraps
- Bag of Chips
- Cookie
- Assorted Condiments
- Bottled Water or Fountain Drink

### **Burgers and Dogs Buffet - \$23.00 per person**

- 1/2lb All Beef Hamburger w/Rolls
- Assorted Sliced Cheeses
- Lettuce/Tomato/Onion
- Homemade Coleslaw
- Homemade Potato Salad
- Boar's Head Hot Dogs w/Rolls
- Sauerkraut/Chili/Shredded Cheese
- Chopped Onions and Jalapenos
- Brownies w/Ice Cream
- Fountain Drink

### **Italian Buffet - \$25.00 per person**

- Penne Pasta
- Marinara Sauce
- Alfredo Sauce
- Salad with Dressing
- Garlic Bread
- Sausage & Peppers
- Meatballs
- Sliced Grilled Marinated Chicken
- Brownies w/Ice Cream
- Fountain Drink



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## West Point Golf Course Snack Bar Menu

### **BBQ Buffet - \$25.00 per person**

- BBQ Beef Brisket
- BBQ Pulled Pork
- Baked Chicken
- Homemade Coleslaw
- Baked Beans & Corn
- Rolls
- Brownies w/Ice Cream
- Fountain Drink

### **NY Strip Steak w/Shrimp - \$39.00 per person**

- Grilled Marinated Steak
- Marinated Shrimp Skewers
- Rolls w/Butter
- Garden Salad w/Dressing
- House Vegetables
- Roasted Potatoes
- Brownies w/Ice Cream
- Fountain Soda

### **ADD ONs - \$5.00 per person**

- BBQ Beef Brisket
- BBQ Pulled Pork
- Baked Chicken
- Sausage & Peppers
- Penne Pasta w/Chicken
- Brownies w/Ice Cream

### **1 Drink Ticket - \$5.00**

Can be used to purchase a beverage

### **Domestic Keg - \$230.00**

Budweiser | Bud Light | Miller Lite | Coors Light | Yuengling

### **Premium Keg - \$400.00**

Sam Adams | IPAs | Imports | Craft Beers