



Colwood Golf Center

Tournament & Outing Guide

Dear Sir or Madam,

I would like to thank you for taking a moment to review the information contained in this Tournament Outing Guide. Please consider this guide to be your personal invitation to visit our facility and learn why Colwood Golf Center is the best venue in the Portland area to host your organization's golf outing. In addition to offering a unique 9 hole, Par 3 public golf courses, our dedicated event staff will provide you with a level of service that will exceed your expectations.

Over the past few years, tournaments and outings have played an increasingly large role in our success. Colwood Golf Center has a proven track record of working with all types of events including company outings, charity fundraisers and competitive tournaments. Whether your group has 16 players or 100 players, we apply a personal touch to all of our golf outings. Our goal is to treat your outing like the special event that it is and to have you and your guests leave Colwood saying...

"Now that's how an Event should be run!!"

As the Sales & Marketing Director at Colwood Golf Center, I will serve as your primary contact for the booking phase of your event. Please feel free to contact me directly with any sales related questions that you might have regarding your event. Once we have successfully contracted and booked your event, I will hand off your details to our Head Golf Professional who will assist you throughout the remaining execution phases of your event.

The following information is enclosed with this packet to help answer some questions you might already have and to help with your initial event planning process:

- Golf Course Information
- Tournament Package Guide
- Food & Beverage Package Guide
- Outing Policy Information
- Planning Guide & Event Checklist
- Sample Scorecards & Rules Sheets

Please take some time to review this information and I will follow up with you to discuss further details. Keep in mind that we understand that each outing is unique and at times, special circumstances will need to be considered. We will make our best effort to accommodate all of your group's needs and offer the most competitive price possible. I sincerely thank you for considering Colwood Golf Center to host your golf event and look forward to hearing back from you soon.

Warm Regards,

Kylen Trevor
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Colwood Golf Center

Golf Outing Packages

<i>Exclusive Shotgun Outing</i>	<i>Tee Time Outing</i>
<ul style="list-style-type: none"> ▪ Minimum Golfers: 36 Maximum Golfers: 45 ▪ Format: “Shotgun Start” – Teams start on different holes; all players start at the same time ▪ F&B Options: All Packages ▪ Booking Restrictions: Outings can be booked any day of the week, at any time, per course availability. <p>This package gives your group the exclusive use of the entire course to assign teams to starting holes.</p>	<ul style="list-style-type: none"> ▪ Minimum Golfers: 16 Maximum Golfers: n/a ▪ Format: <i>Consecutive Tee Times</i> – Teams start on the first hole, teeing off in 10 minute intervals as needed ▪ F&B Options: All Packages (<i>minimums apply</i>) ▪ Booking Restrictions: Outings can be booked any day of the week, at any time, per course availability. <p>This package is ideal for both smaller groups as well as competitive tournaments, is typically less expensive and usually allows for a wider range of booking availability.</p>
<i>Golf Package Inclusions</i>	<i>Additional Services</i>
<ul style="list-style-type: none"> ▪ Green Fee (9 or 18 holes) w/ Range ▪ Registration Table & Check-In Sheets ▪ Merchandise Credit for Prizes/Gifts ▪ Personalized Scorecards ▪ Customized Information/Rules Sheets ▪ Proximity Markers (Closest to Pin etc.) ▪ Scoreboard & Post-Event Scoring ▪ Dedicated assistance from our entire operations staff for all event preparation, execution and clean up 	<p>Optional Services Available</p> <ul style="list-style-type: none"> ▪ Food & Beverage Packages ▪ On-Course Beverage Service ▪ Merchandise & Prize Packages ▪ Mobile Pro Shop & Vouchers ▪ Hole-In-One & Putting Contests ▪ Banners and On-Course Signage
<ul style="list-style-type: none"> ▪ All outing pricing is dependent on the season, day and time of desired event ▪ All outings require a 10% non-refundable deposit and signed contract with Colwood Golf Center ▪ All special requests or alterations must be approved by Course Management ▪ All sales inquiries should be to the Colwood Golf Center Sales & Marketing Director 	<p>Our relationships with top vendors such as Nike, TaylorMade, Callaway and Titleist allow us to offer your group the best value on pricing for all of your gift and prize needs.</p> <p>For more information about our Food & Beverage and Merchandise/Prize packages, please review the corresponding guides which are included in this outing packet and available on our website.</p>

Bronze "On-the-Course" Packages

Sunrise Sandwich – \$6

Fried egg, cheese and choice of meat served warm on sourdough bread

Hot Dog Lunch – \$7

Grilled quarter-pound, all-beef hot dog and chips

Deli Sandwich Lunch – \$10

Freshly prepared turkey or ham sandwich, chips and cookie

Package Inclusions

Beverages:

Breakfast package includes choice of any individual coffee, tea, juice or bottled water

All Lunch packages include bottled water

Silver "Banquet" Packages

Continental Breakfast – \$7

Assorted selection of pastries, muffins, and fresh fruit

Pulled Pork Barbeque – \$11

House-made pulled pork sandwiches with BBQ sauce and coleslaw

Burger Barbeque – \$13

Grilled hamburgers or cheeseburgers with all of the toppings

Combo Barbeque – add \$2

Add hot dogs, brats or spicy sausages to any Barbeque

Package Inclusions

Beverages:

Continental Breakfast includes coffee, tea & juice

All Barbeque packages include drink station

Sides:

All Barbeque packages served with potato chips and choice of two (2) additional sides:

Garden salad, potato salad, pasta salad, baked beans, fresh fruit

Gold "Banquet" Packages

Deluxe Breakfast Buffet – \$10

Scrambled eggs, hash browns, bacon, ham, and pastries

Oven Roasted or BBQ Chicken – \$17

Slow roasted chicken with either herbs and spices or BBQ sauce

Teriyaki Shish-Kebabs – \$17*

Asian-style marinated chicken, grilled and served on skewers

"Build-Your-Own" Fajita Bar – \$18*

Southwestern-style marinated chicken, grilled and served with sautéed vegetables, warm tortillas, rice & beans and chips & salsa

(*substitute or add steak for an additional \$2)

Package Inclusions

Beverages:

Breakfast Buffet includes coffee, tea & juice

All other packages include drink station with lemonade and iced-tea

Sides:

Excluding Breakfast and Fajita Bar, all packages served with choice of three (3) sides:

Caesar salad, pasta salad, steamed rice, fruit, seasonal vegetables, baked beans, garlic bread

Other food packages are available upon request.

- All quoted prices are per person and subject to additional 18% service charge
- Additional services (drink tickets, beverage carts/stations) are available per request
- All special requests or alterations must be approved by Course Management
- All sales inquiries should be directed to the Colwood Golf Center Sales & Marketing Director



Colwood Golf Center

Outing Terms & Conditions

1. All group outings require a 10% non-refundable deposit and signed contract with Colwood Golf Center.
2. Outings will not be considered "booked" until a finalized contract with the correct, non-refundable deposit is returned to Colwood Golf Center. Upon such confirmation, the outing will be considered confirmed and definite.
3. No outside food and/or beverages are allowed, unless prior written approval has been given by Colwood Golf Center.
4. A guaranteed number of players must be confirmed, in writing, to Colwood Golf Center by no later than **10 days** prior to the scheduled date of play. Should the guaranteed number of players fall under the minimum required for the contracted package, Heron Lakes reserves the right to alter event formats as follows:
 "Exclusive Shotgun" → less than 36 golfers – converts to "Tee Time Outing"
5. Billing for the guaranteed number of players will occur, even if they do not all play or eat.
6. A final players list must be provided to Colwood Golf Center no later than **72 hours** prior to the scheduled date of play.
7. Group is required to finalize all rules sheets and pairings sheets no later than **24 hours** prior to the scheduled date of play as changes may not be accepted after this time.
8. Group must play within USGA pace-of-play guidelines set for each course.
9. Group will be responsible for all lost or damaged course property caused by any of the participants.
10. Full payment for all associated outing charges is required no later than on the day of event, unless prior written agreement has been made with Colwood Golf Center.

Alcohol & Behavior Policy

The City of Portland and Colwood Golf Center wants you and your participants to have fun and enjoy our golf course. While we realize that the consumption of alcoholic beverages may take place during your event, it is important to be aware that unruly or inappropriate situations resulting from excessive drinking will not be ignored. So stated, by signing this agreement, you agree to take responsibility for the behavior of the participants of your event. Any person(s) engaging in offensive or inappropriate behavior toward our staff or other patrons will be asked to leave the premises immediately.

Inclement Weather Policy

In accordance with the United States Golf Association, Rule 6-8, "Bad weather is not in and of itself a good reason for discontinuing play." Dangerous weather may be a reason to temporarily suspend play; however, total cancellation for weather reasons will occur only if Colwood Golf Center deems the course to be unplayable and unlikely to return to a playable status in a reasonable time to complete the entire event. In the instance of an event being cancelled or rescheduled, the parties understand and agree that the food and beverage arrangements had they already been prepared will not be cancelled, or that any items ordered through Colwood Golf Center as tee gifts or prizes will apply regardless.

7 Simple Steps for Planning a Successful Golf Outing

1. **Know Your Purpose** – What are you trying to accomplish with your event:
 - Fundraising
 - Employee/client appreciation
 - Competition
 - Organization teambuilding
2. **Set Goals** – Have tangible expectations in every aspect of your planning:
 - How much money do you hope to raise from the event?
 - What is your budget for prizes, food & beverage?
 - How many sponsors and volunteers will you need?
 - How many participants do you hope to host?
3. **Committee Effort** – Form an Event Committee and delegate responsibilities:
 - Sponsors Chairperson
 - Prize Chairperson
 - Volunteer Chairperson
 - Media Chairperson
 - Honorary Chairperson
 - Outing Accountant
 - Golf Course Liaison
 - Day-Of Organizer
4. **Grow Your Field** – More players means reduced expenses and increased fundraising:
 - If each Committee member can get 6 foursomes, you will have a full field of 144 players
 - Make use of already existing relationships and create new ones
 - Distribute flyers, place ads in newspapers and use social media
 - Set up a website/webpage with information for potential sponsors and golfers
5. **Add Value** – Make your event more than *just* a day of golf:
 - Include a pre/post-event meal or on-course food and beverage service
 - Set up hole contests (hole-in-one, long drive, closest to pin etc.) with additional prizes
 - Host a mobile pro-shop with vouchers included in each participant's entry fee
 - Use donations from sponsors for prizes, to help cover other costs or reduce entry fees
6. **Generate Additional Revenue** – Optional games/events are great ways to add fun and funds:
 - Offer mulligan packages, "Tiger Shots", string/licorice games, colored ball game etc.
 - Hold a 50/50 raffle or skins game, sell raffle tickets for giveaways, or host an auction
 - Set up a putting or chipping contest before/after the tournament
7. **Help Us Help You** – Our dedicated Event Staff is here to help plan and execute your event:
 - We encourage you to contact us with any question or concern you might have
 - At your request, we can set up a tournament micro-website for your event
 - Ask us about our preferred vendors for your insurance, signage and merchandise needs
 - Use the checklist provided with this guide to help stay organized and meet deadlines



Colwood Golf Center

Event Planning Checklist

Task / Procedure	Deadlines	Status
Choose potential event dates and contact Colwood Golf Center to begin booking process	6-12 months prior to event day	
Determine budget and decide on package options for golf, merchandise and food & beverage	6-12 months prior to event day	
Finalize contract and deposit with Colwood Golf Center to secure event date and outing package	6-12 months prior to event day	
Select hotel site and transportation needs	60-90 days prior to event day	
Place merchandise order with Colwood Golf Center (include logos for custom orders)	60-90 days prior to event day	
Determine the number of sponsorships and volunteers needed for the event	60 days prior to event day	
Decide on format, contest holes, rules, etc.	30-60 days prior to event day	
Finalize all food & beverage details including sides chosen and number of guests eating	30-60 days prior to event day	
Finalize your field of players	30 days prior to event day	
Notify Colwood Golf Center of final number of players	10-15 days prior to event day	
Submit final players list to Colwood Golf Center	72 hours prior to event day	
Approve final pairings list and rules sheet	24 hours prior to event day	
Submit event payment and begin rebooking process for next year's event with Heron Lakes	Day of event	

- Colwood accepts outing reservations up to one year in advance and encourages discussing re-booking for the next year immediately following event completion
- Please contact our Sales & Marketing Director for all sales and booking inquiries
- Please contact our Tournament Coordinator with all event planning/execution inquiries