



Heron Lakes Golf Club

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 Heron Lakes Golf Club is the best venue in the Portland area to host your organization's golf outing. In addition to offering two of the nicest public golf courses in the area, 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. Heron Lakes 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 Heron Lakes saying...

"Now that's how a tournament should be run!!"

As the Sales & Marketing Director at Heron Lakes, 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 Tournament Coordinator 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 Cart Signs, 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 Heron Lakes to host your golf event and look forward to hearing back from you soon.

Warm Regards,

Randy Morrison
General Manager
503.289.1818 (office)
rmorrison@kempersports.com



Heron Lakes Golf Club

Tournament Golf Packages

<i>Exclusive Shotgun Outing</i>	<i>Modified Shotgun Outing</i>
<p>Package Details</p> <ul style="list-style-type: none"> ▪ Group Size: Over 100 golfers ▪ Format: <i>Shotgun Start</i> – Teams start on different holes; all players start and end at the same time ▪ F&B Options: All Bronze, Silver, or Gold Packages ▪ Booking Restrictions: <i>Monday – Friday</i> before 8am or after 12:30pm <i>Saturday – Sunday</i> before 8am only <p>This package gives your group the exclusive use of the course for the duration of your event. All 18 holes are used in this format, allowing for up to 144 players per course (a maximum of 288 players in a double-shotgun).</p>	<p>Package Details</p> <ul style="list-style-type: none"> ▪ Group Size: 40 to 100 golfers ▪ Format: <i>Shotgun Start</i> – Teams start on different holes; all players start and end at the same time ▪ F&B Options: All Bronze or Silver Packages ▪ Booking Restrictions: <i>Monday – Friday</i> before 8am or after 12:30pm <i>Saturday – Sunday</i> before 8am only <p>This package gives your group the luxury of a Shotgun format but is designed for smaller events. Teams are assigned starting holes in reverse order beginning with the first hole and going backwards through the back-9.</p>
<i>Tee Time Outing</i>	<i>Golf Package Inclusions</i>
<p>Package Details</p> <ul style="list-style-type: none"> ▪ Group Size: 16 to 100 golfers ▪ Format: <i>Consecutive Tee Times</i> – Teams start play on the first hole teeing off over 9 minute intervals ▪ F&B Options: All Bronze Packages ▪ Booking Restrictions: Outings can be booked any day of the week, at any time, per course availability. <p>This package is ideal for smaller groups, is typically less expensive than Shotgun Outings and usually allows for a wider range of booking availability.</p>	<p>All Golf Packages Include</p> <ul style="list-style-type: none"> ▪ 18 Hole Green Fee w/Golf Cart & Range ▪ Registration Table & Check-In Sheets ▪ Merchandise Credit for Prizes/Gifts ▪ Personalized Cart Signs & Scorecards ▪ Customized Format/Rules Sheets ▪ Proximity Markers (Closest to Pin etc.) ▪ Scoreboard & Post-Event Scoring ▪ Dedicated assistance from our Sales & Marketing Director and our Tournament Coordinator
<i>Additional Services</i>	
<p>Optional Services Available</p> <ul style="list-style-type: none"> ▪ Food & Beverage Packages ▪ On-Course Beverage Service ▪ Banquet Tent for larger groups ▪ Merchandise & Prize Packages ▪ Mobile Pro Shop & Vouchers ▪ Hole-In-One & Putting Contests ▪ Banners and On-Course Signage 	<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>

- All outing pricing is dependent on the season, day and time desired for the event
- All outings require a 10% non-refundable deposit and signed contract with Heron Lakes
- All special requests or alterations must be approved by Course Management
- All sales inquiries should be directed to the Heron Lakes Sales & Marketing Director



Heron Lakes Golf Club

Tournament Food & Beverage Options

Bronze “On-the-Course” Packages

Breakfast Traveler Sandwich – \$6

Fried egg, cheese and choice of meat served warm on a sesame bun

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, bagels, and muffins

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

Chicken-Burger Barbeque – \$13

Grilled chicken-burgers 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 with lemonade and iced-tea

Sides:

All Barbeque packages served with fresh fruit and choice of two (2) sides:

Tossed salad, potato salad, macaroni salad, baked beans, potato chips

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

- 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 Heron Lakes Sales & Marketing Director



Heron Lakes Golf Club

Outing Terms & Conditions

1. All outings require a 10% non-refundable deposit and signed contract with Heron Lakes.
2. A guaranteed number of players must be confirmed, **in writing**, to Heron Lakes by no later than **10 days** prior to the scheduled date of play. For Shotgun Outings, a guaranteed number less than 60% of the originally contracted amount may result in alteration to Tee Time Outing (all Shotguns require a minimum of 40 players).
3. Billing for the guaranteed number of players will occur, even if they do not all play or eat.
4. A final players list must be provided to Heron Lakes no later than **72 hours** prior to the scheduled date of play.
5. Group is required to finalize all rules sheets and pairings sheets no later than **24 hours** prior to the scheduled date of play as no changes will be accepted after this time.
6. Any outside food and/or beverages must be approved by written permission of the Heron Lakes General Manager.
7. Group must play within USGA pace-of play guidelines set for each course.
8. Group will be responsible for all lost or damaged course property caused by any of the participants.
9. Outings will not be considered “booked” until a finalized contract with the correct, non-refundable deposit is returned to Heron Lakes. Upon such confirmation, the event will be considered confirmed and definite.
10. Full payment is required no later than on the day of the event unless prior written arrangements have been made with the Heron Lakes General Manager.

Alcohol & Behavior Policy

The City of Portland and Heron Lakes 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 Heron Lakes 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 Heron Lakes as tee gifts or prizes will apply regardless.

Heron Lakes Golf Club

3500 N. Victory Blvd.
Portland, OR 97217

Ph: 503-289-1818

Fx: 503-240-1925

www.heronlakesgolf.com



Heron Lakes Golf Club

Outing Planning Guide & Checklist

Task / Procedure	Deadlines	Status
Choose potential event dates and contact Heron Lakes 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 Heron Lakes 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 Heron Lakes (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 Heron Lakes of final number of players	10-15 days prior to event day	
Submit final players list to Heron Lakes	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	

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- Heron Lakes 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