

Golf Tournament Policies



TENTATIVE HOLD POLICY

ATGC allows clients to place a Tentative Hold on one date of interest.

The Tentative Hold will be held for no longer than three weeks.

It is the client's sole responsibility to inform the Catering Department if they wish to release the hold or move forward with the contract process.

ATGC will inform client if another potential client is interested in the same date.

The Catering Department will then inform the client that they have 72 hours to move forward with a contract or the date will be released.

PAYMENT TERMS & OTHER DUE DATES

A deposit of \$3500 is required and is non-refundable.

Final Payment is due 10 days prior to your event.

Signed BEO is required to be returned to the Catering Sales Team 7 days prior to your event.

Vendor Sponsor Worksheet is due 10 days prior to your event.

Final Golf Pairing Spreadsheet is due 3 days prior to your event.

GUARANTEES

The guaranteed number of guests must be communicated no less than 10 days prior to the event.

You will be charged for the number of meals guaranteed or the number of meals served, whichever is greater.

MINIMUMS

A \$5,000 food & beverage minimum is required for Monday through Thursday Golf Tournaments.

A \$7,500 food & beverage minimum is required for Friday Golf Tournaments.

A 22% service charge will be added to all food & beverage services.

An 7.75% tax will be added to all food and beverage, and the required service charges in accordance with state and local tax laws.

OUTSIDE FOOD & BEVERAGE

All food and beverage must be consumed on the property and purchased solely through Arroyo Trabuco Golf Club for Lunch or Post Golf Receptions.

No outside food or beverage is permitted onto the property for Lunch or Post Golf Receptions.

Outside food or beverage for On-Course Tournament needs may be permitted for your event, if it is preapproved, safe, follows all health and liquor laws by the Department of Alcohol & Tobacco Control. This must be preapproved by the Catering & Sales Team prior to the day of your Golf Tournament.

DECORATIONS & DAMAGE

The Host Party is responsible for any and all vandalism, loss of property, and damage to the premises that are the result of themselves or their guests. Arroyo Trabuco Golf Club will not permit anything affixed, stapled, glued and/or taped to banquet walls. Use of confetti, glitter, or rice will require a \$450 cleanup charge.

In the event that there is cart damage to any Arroyo Trabuco Golf Carts or Rental Golf Carts the Golf Tournament is responsible to cover all repair expenses. Arroyo Trabuco Golf Club does not assume liability for personal property.

BANQUET AVAILABILITY

Lunch & Post Golf Receptions are available any day of the week.

Please contact the Catering Sales Team to inquiry about venue space availability for your Post Golf Reception.

EVENT TASTINGS

Arroyo Trabuco Golf Club requires a \$45.00++ per person charge for event food tastings.

BAR GUIDELINES

There will be a charge of \$200.00+ for each bartender. All alcohol must be provided by Arroyo Trabuco Golf Club.

No outside alcoholic beverages are allowed to be brought onto the property for Lunch or Post Golf Receptions.

AUDIO VISUAL

Audio Visual equipment and services are available upon request for a charge of \$450.00+. This includes an 8x8 foot screen, DVD player, projector, and a staff member who will help set up and run the equipment.