



# Tournament Package Proposal

## 2026 Golf Fees

<b>Monday – Tuesday</b>	\$23,500 ( <i>Shotgun Start</i> )
<b>Wednesday – Thursday</b>	\$25,000 ( <i>Shotgun Start</i> )
<b>Friday</b>	\$28,000 ( <i>Shotgun Start</i> )
<b>Weekends &amp; Holidays</b>	\$37,500 ( <i>Shotgun Start</i> )
<b>Monday – Tuesday Course Buyout</b>	\$27,000
<b>Wednesday – Thursday Course Buyout</b>	\$28,500
<b>Friday Course Buyout</b>	\$31,500
<b>Tournament Set-Up Fees</b>	\$500 (Shotgun and Course Buy-Out)

- Shotgun Golf Tournaments/Course Buyouts Include: Green Fee, Golf Cart, and Range Balls.
- Shotgun start times options (12:00pm, 12:30pm, or 1:00pm) depending on the season.
- Buyout Tournament start time as early as 10:00am
- Tee Times Include: Green Fee & Golf Cart (*Range Balls are NOT Included*)
- Please note – members and public players will be playing the golf course the morning before an afternoon shotgun tournament.

## Rental Fees

**Bartender Setup Fee:** \$200/each bartender  
*For a total of 5 hours, additional time will be \$50.00++ per hour.*

**Additional Table Fee:** \$25/per table  
*Tournament Fee Includes 9-6ft Tables for clients to use for On-Course Stations.  
 Rental Fee for additional tables is \$25.00+ per table.*

**Additional Linen Fee:** \$35/per linen  
*Tournament Fee Includes 9-Linens for clients to use for On-Course Stations.  
 Rental Fee for additional linens is \$35.00+ per linen.  
 Choice of White or Black Linens.*

<b>Room Rental Fee:</b>		
Monday through Wednesday	AM <del>\$1500</del> PM <del>\$2500</del>	Waived
Thursday & Sunday	<del>\$3500</del>	Waived
Friday	<del>\$4000</del>	Waived
Saturday	<del>\$5000</del>	Waived

**Food & Beverage Minimums:**

Monday through Thursday	\$5,000
Friday	\$7,500

**Deposit:** \$3,500 with signed contract

**3-Hole Putting Contest:** \$250

**Helicopter Ball Drop Fee:** \$350

*Helicopter Ball Drops Only Available for Full Field (144 Players) PM shotguns. Includes Golf Balls & Clean Up Fee.*

## Services & Amenities Provided with Shotgun



- Tournament Coordination Sheet
- Day of Tournament Coordinator assigned for your event needs
- Players Alpha List & Pairings Sheet
- Personalized Bag Tags
- Golf Cart Staged with Tournament Name, Players, and Starting Holes on Each Cart
- Driving Range Set-Up with Pyramid displayed Range Balls (Shotgun Only)
- Contest Holes Set-Up & Markers Provided, Closest to the Pin and Long Drive
- Vendor Sponsor Signs placed on Designated Holes
- Arroyo Trabuco Golf Club provides 9 Large Coolers with Ice on Designated Holes
- ATGC Speaker and Microphone
- Welcome Announcement and Tournament Rules reviewed by Tournament Coordinator prior to the start of the Tournament
- Digital Tournament Scoreboard
- Tournament Summary Sheet provided on Conclusion of Tournament
- 10-6ft tables with linen for registration & auction tables (*Choice of White or Black Linen*)
- 72” Round Banquet Tables for Post Reception Guest Tables (*Choice of White, Ivory, Black or Khaki Linen*) & (*Choice of White or Black Napkins*)

## Information

- 7,011-yard championship golf club designed by Casey O’Callaghan & PGA Tour Player Tom Lehman opening in July 2004
- 3,000 square foot 250 seat Banquet Room with Large Patio
- 3,000 square foot Outdoor Garden Space
- 2,500 square foot Outdoor Lawn Space adjacent to Restaurant
- Our restaurant on property, O’Neill’s Bar & Grill, offers indoor and outdoor seating available with a seating capacity of 160
- O’Neill’s Bar & Grill is opened daily from 6:30am-9pm offering Breakfast, Lunch, and Dinner
- On-Course Food Station is conveniently located near #2 green and #13 tee and is open daily
- Putting Green & Grass Driving Range
- Directions: I-5 freeway to Avery Parkway, exit Avery and go east 1 ½ miles to Course

## Recognition Awards

- “10 Best New Public/Resort Courses”, *Travel & Leisure Golf Magazine, 2004*
- “Hidden Gem”, Best of Orange County Golf Courses, *Orange County Register, 2008*
- “America’s Top-Rated Values”, *America’s Top Golf Courses, Zagat Survey, 2006 through 2011*
- “Best Golf Course”, *Best of Awards, OC Weekly, 2012*
- “Best Bar and Grill”, *Southland Golf Magazine, 2013*
- “Best Golf Course”, Best of Orange County, *Orange County Register, 2005, 2006, 2007, 2008, 2010, 2012, 2018, 2019, 2020, 2021, 2022, 2023, 2024*

# Tournament Planning



*Arroyo Trabuco Golf Club strives to provide exceptional customer service for each Golf Tournament and Banquet. Our catering sales and tournament coordinator provide hands on assistance with the tournament planning process. Listed below, are the additional coordination services which are included and offered to every Golf Tournament to ensure we provide individual attention to each individual customer.*

## **Planning Meeting**

*1 month prior to your Tournament*

You will meet with the day of Tournament Coordinator and the Catering Sales Manager to go over the Course Coordination Sheet. The Tournament Coordinator will verify any set-up needed for the course.

## **Banquet Event Order & Floor Plan**

*1 month prior to your Tournament*

Catering Sales Manager will send you the Tournament Banquet Event Order, which lists all your tournament day details, as well as your floor plan for you to review.

## **Signed Banquet Event Order**

*15 days prior to your Tournament*

You will provide the Catering Sales Manager with your final guest count 15 days prior to your Tournament. Final Players list is needed 7 days prior to your tournament. A signed Banquet Event Order is required by the client and due back to the Catering Department 7 days prior to the tournament.

## **Day of Coordination**

The Tournament Coordinator will facilitate the set-up on the course and assist with any needs for the golf tournament. Catering Representative will be present to assist with any food and beverage needs at Registration. The Banquet Captain will be present at the tournament banquet to ensure the room set-up, AV and food & beverage are to the highest standard. The Tournament Coordinator, Banquet Captain, and Catering Sales Manager act as your day of contacts and will communicate with all vendors to ensure set-up is done appropriately.

# Vendor & Hole Sponsor Polices



*Arroyo Trabuco Golf Club suggests and recommends that all food and beverage (especially alcohol) is purchased through Arroyo Trabuco Golf Club. This allows us to be able to provide the best service, quality of product and ability to enhance your event with the best presentation.*

- 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 and Tobacco Control.
  - The request for outside product must be submitted to the Catering Sales Manager of ATGC in writing no less than 30 days in advance. *(Please refer to outside F&B Request Form)*
  - Outside products (snacks, candy, water, beverage, or canned beer or alcohol) must be delivered by a legitimate Orange County based business and presented with a \$0.00 invoice to management of ATGC. Bottled Beverages are not permitted on course.
  - All delivered product will in turn be sold back to you or your vendor at a per station corkage fee of \$250.00++ (7.75% tax & 20% Service Charge.) This fee also provides you with a station setup on the course, if needed. The station set up includes a 4ft square table, linen, 2 chairs, an umbrella and initial ice.
  - All hard alcohol must be poured and supported by a staff member of ATGC. If this type of service is requested or required. ATGC will provide a bartender for \$200.00++ per pouring station (for a total of 5 hours, additional time will be \$50.00++ per hour.) Your Vendor(s) or sponsor representative(s) may also be present with our team member service provider as long as they both look and act responsibly.
  - All pre-approved food providers must be a local caterer (Southern California drive time) with an offsite catering permit, caterer's general liability insurance (listing ATGC and their employees as additionally insured), and proof of current worker's compensation insurance. These documents will need to be provided to the golf course in advance of the caterer being able to enter upon the facility grounds. Only one offsite catered meal will be considered, and the event must also purchase another meal from the property, or the event should expect to pay a facility usage fee based on the event's total food and beverage spend, wants and needs. With all offsite catered meals, the event might be subject to a set up/clean up fee as well.
  - Event insurance or insurance from the 501c3 Non-Profit entity involved with the event with same list of indemnified parties will also suffice in lieu of the insurance paperwork for the food provider.
  - If a vendor(s) or sponsor representative(s) will be present as stations on the golf course, they will be checked periodically through the date for additional, non-approved outside alcohol and products. If they possess and pour alcohol that has not been received by ATGC food & beverage department and approved, that guest(s) will be escorted off the property and the event will be charged an additional corkage fee and applicable taxes.

# Vendor & Hole Sponsor Guidelines



*Please review the list below of Arroyo Trabuco Golf Club's Vendor & Hole Guidelines that are strictly prohibited without prior or written approval by the Catering Sales Manager. A course representative must be present when said items are being placed at designated area.*

- Stakes or anchoring devices driven into the ground.
- Any vehicle larger than a golf cart is strictly prohibited on the golf course, unless approved by an ATGC Manager
- Any vendor tournament materials (tents, chairs, tables, signs, promotional giveaways, etc.) is the responsibility of the vendor to deliver, setup and remove. ATGC can assist in the transportation of the vendors to and from their respective golf hole with prior notice and approval.
- **Vendors are responsible for the removal of all their items including trash. In the event of trash/vendor items are left behind, the golf tournament may be subject to a cleanup fee.**
- Any item left behind cannot be guaranteed that it will not be stolen, broken, or thrown away.
- Paid golfers will always receive priority over course volunteers. Please be prepared to be stationed at your designated hole one hour after play is finished. You will need to make arrangements with the appropriate Tournament Coordinator for assistance in transportation back to the golf staging area.
- Cooking devices such as grills, broilers or fryers are strictly prohibited on any turfed areas of the golf course.
- Vendor representatives stationed at their designated hole are not allowed to bring in or distribute any food and beverage item(s) without pre-approval and payment, especially in the case with alcoholic beverages.
- Liquids (cold, warm, or hot) of any kind may not be disposed of on turfed areas without exception.
- Animals or pets of any kind are prohibited on the golf course.
- Any golf practice, side games, or chipping/putting outside of designated practice areas.
- Any obstacle or marking done on anywhere on the golf course, especially on the putting surfaces, must be completed by ATGC staff only.
- Any activity creating excessive foot traffic on turfed areas (examples: dancing, obstacle course, other sporting activity)
- Golf course is not liable for any damage or injury that happens at any hole on the property to anyone; vendor/hole sponsor and/or tournament director/event/charity is ultimately responsible and will be held liable.

# On-Course Beverage Options



## ON-COURSE DRINKS FOR COOLERS:

There are 2 options for providing drinks in coolers to be set up on the course.

### OPTION 1: 1 FOR 1 DEAL

- Donated Product is allowed to be brought in and offered as a 1 for 1 Deal.
- Donated Product consists of Water, Sodas, Sport Drinks, Can Beer
  - *All drinks must be in a can or plastic bottle-Glass is not permitted*
  - *All Donated Product MUST be delivered to ATGC 3 days prior to your event and MUST be labeled with Tournament Name & Date.*
- **1 for 1 Deal:** If you bring in 10 cases of water then 5 cases would be used to be stocked in coolers and placed out on the course and 5 would be donated back to Arroyo Trabuco Golf Club. During your event if the product exceeds allocated portion of stocked donated product, then client would have the option to buy back product to stock in coolers. The following pricing would apply.
  - **Water:** \$15 per case
  - **Sodas:** \$20 per case
  - **Sport Drinks:** \$2.00 per drink/sold by the case
  - **Beer:** \$2.00 per beer/sold by the case

All Donated Product must be delivered to Arroyo Trabuco Golf Club 1 week prior to the event and must be labeled with the Golf Tournament Name & Date. Arroyo Trabuco Golf Club provides 9 Coolers to use to stock your donated product in and will ice them down the evening prior to your golf tournament then add additional ice in the morning and place them out on every 3 holes out on the course. Arroyo Trabuco Golf Club provides ice for 9 coolers, if the tournament is serving drinks and needs consumable ice and ice for cooling drinks it is required for the golf tournament to purchase additional ice. Arroyo Trabuco Golf Club can order ice from an outside vendor and the cost is \$780.00+ this includes a large container with 20 (40 lbs bags of ice). If the clients are bringing in additional coolers, then they are required to supply their own ice.

### OPTION 2: PRODUCT PURCHASED THROUGH ATGC

- Arroyo Trabuco Golf Club would purchase Water, Sodas, Sport Drinks and Can Beer to be stocked in coolers and set up on the course.
- Client would be charged on consumption per drink based on the following pricing.
  - **Water:** \$2.50++ each
  - **Sodas:** \$3.50++ each
  - **Sport Drinks:** \$3.50++ each
  - **Beer:** \$6.00++-\$9.00++ each

## ON-COURSE DONATED LIQUOR OR OTHER BEVERAGE PRODUCTS:

There are 2 options for the pricing when bringing in your own product for these stations.

### OPTION 1: 1 FOR 1 DEAL

- Donated Liquor Product is allowed to be brought in and offered as a 1 for 1 Deal. If the vendor brings in 10 bottles, then 5 can be used for the station and 5 would be donated back to Arroyo Trabuco Golf Club.
- All hard alcohol must be poured by a staff member of Arroyo Trabuco Golf Club. If this type of service is requested or required, then we will provide a bartender.
- Bartender Set Up Fee of \$200.00+ each bartender needed would apply.

### OPTION 2: ON-COURSE BEVERAGE STATION FEE

- Donated Liquor Product is allowed to be brought in and offered to be set up as an On-Course Beverage Station. On Course Beverage Station Fee of \$500.00++ for each station would apply.
- Bartender Set Up Fee of \$200.00+ each bartender needed would apply

# 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.