



**Mount Vernon Country Club**  
5111 Old Mill Road ~ Alexandria, Virginia 22309  
(703) 780-3565 FAX: (703) 780-3873

Thank you for your interest in conducting your golf outing at Mount Vernon Country Club. Enclosed is the information pertaining to golfing events at Mount Vernon. Please review the enclosed material carefully so that we can provide you and your players with the best possible service and Mount Vernon hospitality.

Please note that the price of golf outings for the 2017 season will be \$100 per person for golf related services. Golf outings do require a guaranteed minimum of seventy-two participants. Please complete the Golf Outing Contract and return it with the required deposit as soon as possible.

As your tournament date approaches, we suggest scheduling a meeting here at the Club, at a time convenient for you, to review your tournament needs and wishes in detail. Be sure to plan ahead for the food and beverage services you will require. Also, please note that Mount Vernon Country Club is a non-metal spike facility and enforces a dress code which is outlined in the enclosed material.

We are very proud of our golf course and the services we provide to outside functions. Be assured that the entire Mount Vernon staff will work closely with you and your committee to ensure that your group has an enjoyable and memorable day of golf.

Sincerely,

Bryan Armstrong, PGA  
Head Golf Professional

Stacie Oberly  
Events & Marketing Coordinator

## GOLF OUTING CONTRACT

This Agreement is made by and between Mount Vernon Country Club Inc; Alexandria, Virginia (MVCC) and:

Name of Sponsor: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Name of Host Organization: \_\_\_\_\_

Golf Outing Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

### **Pertaining to Golf**

Number of Golfers: \_\_\_\_\_ Shotgun Start Time: \_\_\_\_\_

Registration Table/Set-Up Needs: \_\_\_\_\_ Registration Set up Time: \_\_\_\_\_

Tournament Format: \_\_\_\_\_

Special Requests: \_\_\_\_\_

### **Pertaining to Food & Beverage**

Number of Attendees: \_\_\_\_\_

Breakfast Selection: \_\_\_\_\_

Lunch Selection: \_\_\_\_\_

Dinner Selection: \_\_\_\_\_

Cocktail Reception: \_\_\_\_\_

Beverages during Golf: \_\_\_\_\_ Fixed Beverage Stations on Course Desired: \_\_\_\_\_

Beverage Cart Desired (Y/N): \_\_\_\_\_ Driver for Cart provided by Outing or MVCC (circle)

Silent Auction Tables: \_\_\_\_\_ Awards Tables at Reception: \_\_\_\_\_

Audio Visual Support: \_\_\_\_\_

TO BETTER PROVIDE YOU WITH EXCEPTIONAL SERVICE, IT IS REQUIRED THAT THE NAMES OF THE PARTICIPANTS BE SUBMITTED TO THE GOLF PROFESSIONAL **THREE DAYS PRIOR** TO THE OUTING.  
PRO SHOP PHONE: (703) 780-3565, barmstrong@mountvernoncc.org

FOR DETAILS, ARRANGEMENTS AND CONFIRMATION OF FOOD AND BEVERAGE REQUIREMENTS, PLEASE CONTACT STACIE OBERLY, EVENTS COORDINATOR, TO FINALIZE DETAILS OF YOUR CATERING EVENT ORDER (CEO). PHONE: (703) 780-8700, soberly@mountvernoncc.org

The Catering Event Order (CEO) for the above event is an addendum and binding to this contract. All reservations for private banquet and golf outing functions are made upon and subject to the rules and regulations in the state of Virginia and the following terms and conditions:

### Terms and Conditions

1. A non-refundable deposit in the amount of \$1500.00 is required, of which \$750.00 shall be made at the time of the Golf Outing booking and the remainder due at least 60 days in advance of the event date. This amount will be credited toward the total cost of your event. However, this deposit may not be refunded in the event you cancel all or part of your function.
2. Outings are required to guarantee a minimum of seventy-two golfers or they will be charged for seventy-two golfers at the \$100 per person golfer fee. If seventy-two golfers cannot be guaranteed, to ensure the opening of the Club's Facilities, an additional Opening Fee in the amount of \$1000.00 shall be charged to the event.
3. Please sign this Golf Outing Contract and return it along with the requested deposit. If the contract and deposit are not returned prior to 6 months before your outing date, MVCC shall be released from this commitment and free to re-book this space with another function. If the event is being booked within 6 months of the outing date, please return contract and deposit within 10 days of receipt of this letter.
4. Outings are typically held on non-Holiday Mondays and will be charged a \$100.00 per person outing fee which includes cart, green fee, and unlimited range balls. If you have a different day of the week in mind, please contact Bryan Armstrong at 703-780-3565 or [barmstrong@mountvernoncc.org](mailto:barmstrong@mountvernoncc.org) to discuss alternative days.
5. If weather conditions make the course unplayable, MVCC will work with you to determine the most practical solution including rescheduling the event if necessary. If rescheduled all deposits collected will apply to the new date.
6. Mount Vernon Country Club has a fleet of 50 golf carts available to accommodate 100 golfers or 25 groups. Arrangements can be made to accommodate groups of up to (144) participants. Contact PGA Head Golf Professional, Bryan Armstrong, for additional golf cart arrangements.
7. There are many additional Tournament Administration items available to the outing which include, but are not limited to the following list. Please make arrangements with the PGA Head Golf Professional to ensure your tournament administrative needs are well taken care of. There is no charge for the items listed unless indicated.
  - a. Merchandise Tee Favor Options (Provided upon request with discount pricing)
  - b. Pro Shop Gift Certificates (Very popular method to provide prizes for the event)
  - c. Placement of Sponsor Signs
  - d. Closest to the Pin Contest
  - e. Long Drive Contest
  - f. Straight Drive Contest
  - g. Putting Contest
  - h. Registration Area Support (Tables, chairs, etc...set-up for your convenience)
  - i. Valet Bag Service
  - j. PGA Golf Professional on-site for Rules Functions
  - k. Cart Leaders to assist in leading players to assigned starting holes
  - l. Professional Scoreboard Service
  - m. Special Pro Shop Hours
  - n. Placement and return of Hole-In-One Autos and Prizes
  - o. Set up at Hole Tee on golf course (Additional fee applies depending on elaboration)
  - p. Golf Club Rentals (Limited and available for \$30-\$50 per set)
8. Mount Vernon Country Club is a non-metal spike facility. No one is permitted on the golf course with conventional metal spikes.

9. Outings must inform their players of the Mount Vernon Country Club Dress Code. Golfers not in compliance must change their attire appropriately to utilize the club facilities:

*Proper, clean and neat golfing attire must be worn while using the golf facilities. Jeans, "cut-offs", cargo, gym, tennis, or running shorts are inappropriate. Shorts must have pockets and be no more than 5 inches above the knee. Slacks and shorts must be cuffed or hemmed and suitable for golf. Shirt tails must be tucked in, caps worn bill forward. Shoes must be suitable for golf. Those who are improperly attired will be required to change into acceptable golfing attire before using the golf facilities.*

Men: *All shirts must have collars and sleeves and be of acceptable quality. Wide mesh shirts and sport jerseys are prohibited.*

Women: *Halter tops, tank tops, strapless tops and bare midriffs are inappropriate. Shirts, if no collar, must have sleeves; if no sleeves, must have collar. Skirts and shorts must be suitably designed for golf.*

10. The menu and all other details of the event are to be finalized a minimum of (14) days prior to the date of your event and are subject to the terms and conditions described herein. All details of the food and beverage to be served shall be set forth in the Catering Event Order which is made a part hereof. By failing to provide menu selection within the time frame stipulated above, MVCC reserves the right to tailor a menu for your event.
11. To facilitate staffing and purchasing for food and beverage, the Club requires an estimate of the number of attendees (14) days prior to the date of your event.
12. The guaranteed number of attendees must be communicated to the Catering Office 72 hours prior to the function. If no guaranteed number is provided, you will be billed for the greater of the following: 1) the number of persons for which the event was originally booked, or 2) the number of attendees at the event.
13. Prices are not guaranteed more than (6) months in advance and are subject to change, with notice, if possible.
14. A 20% service charge and 6% Virginia sales tax will be added to all food and beverage charges.
15. No alcoholic beverages of any kind are permitted to be brought onto the Club premises.
16. If for any reason beyond its control, but not limited to fire, flood, accident, act of war, act of God or other emergency conditions, MVCC is unable to perform its obligation under this Agreement, such non-performance is excused and the Club may terminate this Agreement without further liability of any nature, upon return of all deposits. In no event shall the Club be liable for consequential damage of any nature for any reason whatsoever.
17. MVCC reserves the right to inspect and control all private functions. MVCC cannot assume liability for any personal property and equipment of the guests or your vendors that are brought to the Club.
18. The sponsoring member and/or Host assume full responsibility for their guests and vendors while at the Club.
19. At functions where alcoholic beverages are to be served and consumed, the Host and their guests must conform to any restrictions which are, or may be imposed by the Virginia ABC laws, insofar as they affect the premises of MVCC.

I, \_\_\_\_\_, the official representative of the aforementioned organization fully accept the conditions and requirements contained herein, in connection with the use of Mount Vernon Country Club facilities for the above date and event.

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_