

Golf Tournament
Event Information Form



Please complete the following information.

Contact Name: _____ Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Event Name _____ Number of Golfers _____

Event Date _____ 1st Tee Time _____ Tournament Type _____

2020 Tournament green fees require a minimum of 16 golfers or regular rate applies:

Additional Details: _____

Will your group be renting a community room?

Cedarholm will provide up to 3 proximity pins for your event:

- Community Room Rental (\$40/hr)
 _____ Number of hours for Rental
- Will your group be ordering food?
- Will you be using an outside Caterer or bringing in food?

Is there any other information you would like us to know about this event?

How would you prefer to be contacted?

Save and email this form. You will be contacted within three (3) business days regarding your request. Please note, this form is a request for information and is NOT a reservation.

For more information, contact Steve at steve.anderson@cityofroseville.com or 651-792-7154.

Cedarholm Office Use Only Room Rental Information	Manager Signature: _____ Date Accepted: _____	
Rental Room: _____ Ren. Fee: \$ _____ Due: _____	Security Dep. Received: \$ _____	
Date of Event: _____ Time: _____ Permit #: _____	Security Dep. Return By: _____	
Food Caterer: _____ Licensed: _____ Date Due: _____	Dance Floor Notes _____	Security Dep. Returned (10 days): \$ _____ Ret. Date: _____
Liquor Caterer: _____ Licensed: _____ Due Date: _____	Audio/Visual Notes _____	Reason for Less: _____ Setup Notes: _____



Golf Tournament/Community Building Policies

651-792-7154

www.cityofroseville.com/golf

Thank you for choosing Cedarholm Golf Course & Community Building for your event.

The City of Roseville is proud & pleased to offer this facility for public use.

Reservation Guidelines

- No walkers or caddies, unless approved by clubhouse manager
- All golfers must have at least three clubs (two irons/woods and a putter)
- If community room is rented, setup and cleanup is included during contracted time period
- Tobacco & vapor products are not allowed inside the community building
- No animals (other than service dogs) allowed in facility

Alcohol Policy

- No outside alcohol, no coolers allowed on course
- Anyone consuming alcoholic beverages will need to provide proper identification

Rental Fee/Deposit & Refund Policy

- Deposit includes a full payment of a shotgun start and room rental fee. A reservation is not guaranteed until the tournament deposit is received. Deposit fee is \$0 if neither amenity is requested.
- Event party may cancel a reservation by giving written notice to Cedarholm Golf Course. Written notice received thirty-one (31) days or more prior to the date of the event, are eligible for 50% refund of the deposit. Any Events cancelled thirty (30) or fewer days prior to scheduled rental will forfeit rental fee & deposit.

Liability

- Permit holder is liable for all conduct of reservation attendees. This includes damage, loss or breakage as a result of attendee conduct.