

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 \_\_\_\_\_

2023 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

Food Catering (Granite City Required)

Alcohol Catering (Granite City Required)

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](mailto:steve.anderson@cityofroseville.com) or 651-792-7154.

<b>Cedarholm Office Use Only Room Rental Information</b>	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](http://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

### Food and Alcohol Policy

- Granite City Food and Beverage will have first right of refusal to cater all events at Cedarholm Community Building. Exceptions are:
  - Events that do not include a meal (an event including only doughnuts, bars, cookies and coffee, etc.)
  - An event that requests a type of food that Granite City cannot provide
  - Specialty Desserts such as wedding cakes
  - An event that requires other accommodations due to religious or cultural concerns.
- Granite City Food and Beverage will have first right of refusal to Alcohol Service at all events at Cedarholm Community Building.
- 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.