



**VALLEY VIEW GOLF CLUB
OUTING RESERVATION
2017**

Valley View Clubs, Inc.
1511 George Rd NE
Lancaster, OH 43130
740-687-1112
877-664-2536

valleyvgolf@aol.com
www.golfvalleyview.com

DATE REQUESTING _____
ALTERNATE DATE: _____

GROUP NAME: _____

ADDRESS: _____

OUTING COORDINATOR: _____

PHONE: _____
ALT. PHONE: _____
E-MAIL: _____

PERSON RESPONSIBLE FOR BILL: _____

BILLING ADDRESS: _____

PHONE: _____
EMAIL: _____

SHELTER RENT 74 people or less \$150.00 _____ (only applies when not using our food service)
(75 people & up \$200)

ESTIMATED SIZE OF GROUP GOLFING _____

ESTIMATED SIZE OF GROUP EATING LUNCH _____ Valley View's Menu Yes/No
DINNER _____ Catered ____ Food Donated ____

The outing coordinator is responsible for collecting payment from individuals who have tee times and reservations with your group. You can secure payment by collecting credit card information, checks or cash. You can arrange for them to pay the day of the outing at check in, however, if they don't show, you are responsible to pay for their tee time and dinner reservation. Advance payment collection is always recommended to guarantee a good turnout. Continued communication is important when reserving tee times for groups.

24-hour notice in advance of the tee time is required for any last-minute changes.

SEE OUTING PACKAGES, RATES & BUFFET MENU. OTHER PLANNING TOOLS AVAILABLE.

All \$50.00 deposit is required to reserve a date. A list of golfers must be faxed or emailed 7 days prior to event. Last minute changes are acceptable with provisions: 15 days prior, the menu plan must be chosen with an estimate on the number of dinners. 14 days prior to event, food order must be set. Type of food will determine how much leeway there is for adjustments.

Deposit amount enclosed _____ Deposit paid by check # _____ or other method _____
Visa/MC/Dis/AmEx card# _____
Name on Card _____ Expiration _____ 3 digit code _____

Call Cory, Chris or Barbi for questions regarding Outing.

We recommend at least one or two meetings for new outings to review details starting as far as 6 months early. We can guide you on preparing for help, getting your players lined up, donations, set up, etc... It's never too late for a meeting.

INCLUDE TAX EXEMPTION FORM IF APPLICABLE

SIGNATURE OF RESPONSIBLE PARTY _____

DATE _____ PRINT NAME: _____

Outing Notes

Outing Group Name: _____

Date we mailed form _____

Received down payment amount of _____

Contact for Bill _____

Go To Person during outing: _____

Special Notes:

MENU:

Actual Number of Players _____ Actual Number Eating _____ Paid in Full _____ Date
Paid _____ Paid by Check _____ Credit Card _____ Cash _____

Notes on Outing: