



# GOLF EVENT POLICIES

## ARRIVAL, SET-UP, & START TIME

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Event staff & volunteers are welcomed in the Clubhouse no sooner than three hours prior to the shotgun or first tee time.

All shotguns must begin by 12 PM or earlier.

Events requiring extra setup, including silent auctions or prize tables, must let MCC know ahead of time and will incur an event set-up fee. MCC does not provide tables/chairs for vendor set-up on the course.

## FINAL NUMBERS

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All of your final event numbers for golfers and food must be submitted one week in advance. Billing will be based on submitted numbers.

Final player counts can be submitted to the MCC Golf Shop. Please let staff know how many extra carts you will need for staff & volunteers. The event will be charged for all additional cart rentals. Final food counts should be submitted to the MCC Business Office.

Once your final numbers for golfers and food have been submitted, you will be charged for this amount regardless of any no-shows.

## REGISTRATION & SIGNAGE

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All outside signage must be pre-approved by the Clubhouse staff.

Registration will be discussed before the event date to ensure everything is set up before the event staff arrives.

If there are any on-course signage/hole sponsors, event staff can set these up or pay a fee to the MCC Golf Shop to set these up as well.

No signage will be permitted on clubhouse, golf carts or beverage carts without prior approval from MCC.

## PLAYER ROSTER

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MCC has templated an Excel spreadsheet for your player roster. This template will be provided to your event coordinator for completion.

Your final player roster needs to be submitted one week prior to your event. Any day of changes will be addressed after the event has begun.

All damages to golf carts and the course will be charged to the event.

## OUTSIDE PRODUCT

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MCC prohibits ALL outside (not purchased through MCC) food & beverage products. This includes, but is not limited to, alcohol, water, candy, snacks & soda products.

MCC prohibits all liquor tasting or sampling from event staff or outside vendors

The event will receive a fine after every violation if any outside food or beverages are found during the event. This fee begins at \$100 and doubles after every violation.

MCC has the right to confiscate any outside product brought on to the property. Please make all staff, volunteers, and participants aware of this policy. Participants that violate this policy may be asked to leave the tournament/golf event. Beverage coolers are not allowed on golf carts during the event. We look forward to providing everyone with exceptional service from our on-course Eagle's Nest, Beverage Cart/s, and Clubhouse.

## CONTACT

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Golf Shop:  
golfshop@moorheadcountryclub.com  
T. 218-236-0100 ext. 1

Food & Beverage Operations:  
mccoffice@moorheadcountryclub.com  
T. 218-236-0100 ext. 3

**THANK YOU FOR RESPECTING THESE GUIDELINES. WE LOOK FORWARD TO A FANTASTIC EVENT!**