

Background

The West Shore Chamber of Commerce is soliciting requests for proposals for a location to hold the West Shore Chamber's Annual Golf Outing 2020 on May 4, 8, 11, or 15, 2020. The event will include breakfast, a sit-down lunch and a 9:00 am shotgun start; four-person scramble. The course must be 18 holes, in good condition and have adequate resources to oversee in organizing and scoring the golfer's rounds.

9:00 a.m. Shotgun Start Agenda

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|-----------|-----------------------------------|
| 6:30 a.m. | Chamber Staff Arrives |
| 8:00 a.m. | Registration and Breakfast Begins |
| 9:00 a.m. | Shotgun Start |
| 2:30 p.m. | Networking |
| 2:45 p.m. | Awards Presentation Luncheon |

Attendance Numbers

The West Shore Chamber requires pricing for 95 to 144 golf attendees, 5 staff members and up to 20 volunteers. Meal counts will vary based on golfer registration and volunteers. An accurate count will be available one week prior to event date.

Food Services

- Linens, Glasses, Silverware, Condiments (required)
- Provide Menu Suggestions with Pricing (required)
 - o Include the following for a 9:00 a.m. shotgun start:
 - Continental Breakfast Options including nonalcoholic beverages for all golfers, volunteers and staff
 - Seasonal Whole and Sliced Fruits
 - Buffet Lunch
 - Cash and Open Bar Pricing Options (available for lunch)

Set-Up Requirements

All Set-Up Items are Requested at No Cost

Outside Registration

- Three Six-Foot Registration Tables (required)
- Four Chairs (required)
- One Wastebasket (required)
- Six-Foot Table on Specific Holes on the Course – Locations TBD (required)

Audio/Visual

- Podium (required)
- Microphone (required)

Banquet Room

- Room Rental/Set-Up Fees (required)
- No Head Table
- Tables of Eight to Ten (required)
- An Example Floor Plan Allowing Seating for 140-160 attendees (required)
- Five-Six Foot Skirted Tables for the Silent Auction/Raffle Items (required)

Course Requirements

- Closed to the Public, and/or Club Membership During the Outing
- Putting Green Available, Putting Green May Be Used For a Putting Contest
- A Pro On-Site, For A "Beat the Pro" Competition, Include Any Fees and Possibility For This Competition
- Score Card (required)
- Course Map (required)

Additional Specifications

- Outing Green and Cart Fees
- Driving Range
- Availability to Bring Donated Kegs, Cans, and Bottles of Beer or Other Beverages to the Outing
- Pricing to Purchase Keg Beer From Your Facility
- Any Pro Shop Credit Costs
- Pricing for beer/soda/sports drinks to be purchased for beverage carts

Event Signage

- Tee Signs and 18-Hole Flags Will Be Provided and Placed by Course Personnel *[Signs will come with a location list. These signs and flags are not to be disposed of and must be returned to the West Shore Chamber.]*
- Sponsor Banners to Be Hung By Course Personnel

Preferred Dates

- Monday May 4, 2020
- Friday, May 8, 2020
- Monday, May 11, 2020
- Friday, May 15, 2020

Selection Criteria

Decision awarded based on the following criteria in no specific order or priority:

- Facility and Location
- Menu and Pricing
- Available Dates
- Membership to the West Shore Chamber of Commerce (required)

Proposals Deadline: Monday, June 10, 2019

Email: wschamber@wschamber.org

Subject Line: RFP - Golf Facility 2020

If after emailing a proposal you do not receive a reply email within 24 hours confirming receipt, please call (717) 761-0702 for confirmation of receipt. Proposals which are incomplete and/or received after the deadline will not be considered. If any changes are made to the specifications, those who quoted will be notified and asked to provide an updated bid.

Proposal Submission Form

It is acceptable to use a typed coversheet with the SAME information in lieu of this form.

| | |
|------------------|-------------|
| Primary Contact: | |
| Company: | |
| Phone: | Email: |
| Address: | |
| City: | State: Zip: |

Note: Proposals will only be selected from West Shore Chamber of Commerce members.

Facility Availability

Date Available:

- May 4, 2020
- May 8, 2020
- May 11, 2020
- May 15, 2020

Proposal Check List

- This Proposal Form
- Course Date Availability
- An Itemized Price List to Include:
 - o Food Service Costs
 - o Any Set Up Costs
 - o Course Requirement Costs
 - o Pro Shop Credit Costs
 - o Any Outing Packages
 - o Any Other Fees Associated with Services You Location Can Provide Not Listed in This Proposal
- Facility Description.
- Yardage of Each Hole (if it is included on your scorecard, a scorecard copy is sufficient)

References:

1. _____
2. _____
3. _____

Proposals Deadline: Monday, June 10, 2019
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Subject Line: RFP - Golf Facility 2020

Proposals must be emailed and submitted in either a Word or PDF format. If after emailing a proposal you do not receive a reply email within 24 hours confirming receipt, please call (717) 761-0702 for confirmation of receipt. Proposals which are incomplete and/or received after the deadline will not be considered. If any changes are made to the specifications, those who quoted will be notified and asked to provide an updated bid.