

# Golf Events



**DOGWOOD TRACE**  
— GOLF COURSE —

Your next event at Dogwood Trace is the perfect way to entertain clients, support employees, or raise funds for your favorite charitable organization. The facility boasts a championship golf course that offers players 6 sets of tees to accommodate golfers of all skill levels and a dynamic practice facility that includes a full driving range, short game area and practice putting green. Our staff of PGA golf professionals will make sure all of the details of your event are taken care of so you can focus on your customers.

The Grille at Dogwood Trace is ready to accommodate all of your events Food & Beverage needs. The facility has a patio that can seat 100 people comfortably. In addition, our Clubhouse can be configured to accommodate smaller more intimate events. Our Food & Beverage staff will combine their years of experience to create the perfect menu and experience for your event.

All of the staff at Dogwood Trace look forward to working with you and your organization to create an event that your group is sure to remember.

To book your event please contact:

Tia Fairley, Director of Special Events - [tfairley@petersburg-va.org](mailto:tfairley@petersburg-va.org)  
Michael Swope, Head Golf Professional [Mswopegolf@gmail.com](mailto:Mswopegolf@gmail.com)

3108 Homestead Drive – Petersburg, VA 23805 – 804-732-5573  
[www.dogwoodtracegolf.com](http://www.dogwoodtracegolf.com)

**\*\*\*Contract Overview Meeting\*\*\***

To secure a date on our calendar, a contract overview meeting is required in which both our Event Coordinator and Golf Professional must be in attendance.



**DOGWOOD TRACE**  
— GOLF COURSE —

**Starting Times (Shotgun)**

Weekdays: 8:30am or 1:00pm

Weekends: 8:30am

**Rates**

**Weekdays - \$60**

**Wednesdays - \$55**

**Weekends:**

**100+ players: \$70**

**80-99 players: \$75**

**60-79 players: \$80**

\*\*\* Groups with 40 players and less will use tee times \*\*\*

**Includes:**

**Green fees, Cart fees, Range Balls, and Scoring Services**

**Cart Staging:** As your golfers arrive at the course, they will be greeted by the Dogwood Trace staff and shown where their cart is parked. Once their bags are loaded on their cart, the golfer will be able to check in at registration, grab food, hit range balls, purchase merchandise from our Pro Shop, or just mingle as they await the pre-tournament rules presentation.

**Registration:** The registration area is located on the patio of the Clubhouse. This is the prime location for golfers to check in, purchase mulligans, raffle tickets, and view any prizes or giveaways.

**Pre- Tournament Rules:** The Dogwood Trace staff will keep your guests informed of pre-tournament activities, location of food and beverage, how to get to the driving range, and more. 15 minutes prior to the event's start time, we will move the golfers to their carts for a pre-tournament rules presentation, then lead the golfers onto the course for play to begin.



## Catering Packages

### **Boxed Lunches: \$15**

1 selection 25 ppl  
2 selections 50 ppl or more

#### ***CLUB HOAGIE***

This delicious wrap includes ham, turkey, bacon, and swiss cheese topped with lettuce and tomato.

#### ***CHICKEN or TUNA SALAD HOAGIE***

A hoagie roll is topped with your choice of chicken or tuna salad with lettuce and tomato.

#### ***DOGWOOD DELI HOAGIE***

A hoagie roll with your choice of ham or turkey topped with cheese, lettuce, and tomato.

*PACKAGED IN ATTRACTIVE DISPOSABLE CONTAINERS WITH A NAPKIN AND UTENSILS.  
INCLUDES POTATO CHIPS, AND A COOKIE.*

### **Buffet Style Serving**

\*\*\* must provide volunteers to serve \*\*\*

#### ***BBQ COOKOUT \$18***

Grilled hamburgers, and hot dogs served with baked beans, and Cole Slaw.

#### ***SOUTHERN HOSPITALITY \$20***

Pulled barbecue (chicken or pork), cheddar macaroni & cheese, Baked Beans, Cole Slaw and cornbread



## Event Contract:

### Contact Information:

\_\_\_\_\_ is scheduling an event for \_\_\_\_\_ guests at  
Dogwood Trace Golf Course on \_\_\_\_\_ at 8:30a or 1p on \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Package Selection & Estimated Fees:

Golf Package Selection: \_\_\_\_\_

Food & Beverage Package Selection: \_\_\_\_\_

Golf Fees	Guests: _____	x Fee: \$ _____	=	\$ _____
Food & Beverage:	Guests: _____	x Fee: \$ _____	=	\$ _____
Other Selections:	Guests: _____	x Fee: \$ _____	=	\$ _____

Event Estimate: \_\_\_\_\_ \$ \_\_\_\_\_

### Security Deposit:

In addition to a signed contract, a security deposit of \$200 is required to hold your date. Security deposit will be deducted from final bill at completion of your event.

In order to receive a refund of security deposit, written notification of cancellation must be received 30 days prior to the date of your event.

Deposit Received by: \_\_\_\_\_ Check# \_\_\_\_\_

## Terms & Conditions:

**Final Payment:** Final payment for your event is due 48 hours prior to your event. Player counts will be based on the player roster submitted ten (10) days prior to event date. We reserve the right to cancel your outing if these numbers are not provided on the due date. Additional players will NOT be added the day of the event. *Gratuity is not included on final invoice however recommended amounts are appreciated.*

**Player Reduction Policy:** The final number of players must be submitted to Dogwood Trace ten (10) days prior to your outing. The number of players submitted is the minimum number of players that will be charged on your final invoice.

**Golf Course & Starting Holes:** The golf staff will have sole discretion as to determining starting hole assignments for your event.

**Food & Beverage Head Count:** The final number expected to eat is required to be submitted ten (10) days prior to your event. The number submitted is the minimum number that will be charged on your final invoice and will be used for ordering necessary Food & Beverage for your event. It cannot be changed once submitted. Please include any special dietary needs at this time.

**Alcoholic Beverages:** All alcoholic beverages MUST be purchased from The Grille at Dogwood Trace. The Grille will have a limited amount of inventory to accommodate increases to alcohol orders. Outside or private purchases are not permitted by Virginia Law.

**Event Space:** Unless expressly specified, your event is reserving the golf course at Dogwood Trace and the adjacent outside terrace. Use of the Clubhouse including the restaurant, is **NOT** permitted by your event unless approved by Event Coordinator. Linens will be provided for the registration and food and beverage tables **ONLY**.

**Weather Policy & Event Cancellation:** Unless there is a danger of lightening or the course is closed due to excessive rain your event will be played as scheduled. In the event of lightening or course closure alternate rain dates will be offered to your event.

**Beverage Cars & Ice:** Dogwood Trace will provide usage of one (1) beverage car to all events of 60 players or less. Events of 60 players or more may request the usage of two (2) beverage cars for their event. Dogwood Trace will provide 300lbs of ice to your event for the day. In the event your event needs more ice it is your responsibility to provide additional ice.

I have read the terms & conditions and the estimated costs for my event and I am an authorized representative for the above organization/company and all tournament participants.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DT Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2026 Food & Beverage Waiver Agreement:

If your event would like to exercise our Food & Beverage waiver option and provide your own F & B service for your event. The following terms have been established as part of the Food & Beverage Waiver:

## Terms & Conditions:

**Fees:** Your event will be required to pay a Facilities Rental Fee of \$450 for the day of your event. Included in this fee will be the use of our tent pavilion, tables, and chairs for up to 100 guests, tables for prizes and trash receptacles for the event. In addition, up to two (2) beverage cars will be available for use for a rental fee of \$100 per car including ice.

**Alcoholic Beverages:** All alcoholic beverages must be purchased from The Grille at Dogwood Trace. The Grille will have a limited amount of inventory to accommodate increases to alcohol orders. Outside or private purchases are NOT permitted by Virginia Law.

**Main Clubhouse:** The main clubhouse facilities, including the indoor dining areas and terrace are NOT included in the Facilities Rental Fee. Access to these areas is prohibited unless they are being used as access points to the restrooms.

**Ice & Other Supplies:** Your event is solely responsible for providing all necessary supplies for the Food & Beverage needs of your event. This includes ice for personal coolers, paper products, condiments, utensils, and cups. The Grille at Dogwood Trace will not be able to supply any of these items if your event does not have an adequate supply.

I understand that by signing the Food & Beverage waiver that I agree to the Terms and Conditions of this waiver and agree to have the Facility Rental Fees added to the final bill of the event.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DT Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: . \_\_\_\_\_.

# Addendum: Weekend Outing Policy

*This Addendum modifies and supplements the terms of the Golf Outing Contract regarding weekend event bookings.*

## 1. **Weekend Availability**

Weekend golf outing reservations are limited to two (2) weekends per month. All bookings will be accepted on a first-come, first-served basis and are subject to approval by course management.

## 2. **Minimum Player Requirement**

All weekend outings require a minimum of sixty (60) players.  
- If the outing has fewer than 60 players, the group will be responsible for payment equal to the minimum, totaling \$4,800.

## 3. **Agreement**

All other terms and conditions of the original Golf Outing Contract remain unchanged and in full effect.

**Event Organizer Signature & Date**

\_\_\_\_\_.

**Golf Course Representative Signature & Date**

\_\_\_\_\_.