

Green Tree

TENNIS CLUB

GENERAL PARTY INFORMATION 2020 for Small Groups (less than 100 persons)

FACILITIES: Activities/facilities included in the party fee are: swimming pools (*junior Olympic size pool and large baby pool*), volleyball & basketball courts, horseshoe & tetherball game areas, children's play area plus a beautiful three acre picnic area. Party member and guests are requested to stay in the picnic/pool area.

Note: *Green Tree is a large facility. We have multiple picnic areas for parties and depending on the day and time your party is booked, there may be other parties going on at the same time as your party. Your party would not be a private party unless guaranteeing 201 guests.*



PARTY SPONSOR: The party sponsor is responsible for:

- proper clean-up of the party area (*making sure trash items are placed in trash receptacles*)
- giving Green Tree personnel a guaranteed count prior to the party date (*see information below on guaranteed count*)
- appointment of designated drivers if beer is consumed
- payment of bill
- distribution of red wristbands to party guests using the adult pool who are non-swimmers or poor swimmers.

PICNIC DATES & TIMES: Parties are booked on a first come first serve basis and are reserved when a deposit and completed party application is received. PARTY LENGTH is up to 6 hours between the hours of 1-8 in May/September and 1-9 pm June, July & August.

Note: If your party goes over the scheduled party time, the party sponsor is subject to additional party fees of \$1.50 plus tax/person based on guaranteed count plus a \$15 additional staffing fee.

GUARANTEED COUNT: Our party service is operated on a guarantee basis. Because club and party staffing as well as booking of other parties and picnic table arrangements are based on party counts, it is imperative that a guaranteed count of persons attending the party be given to Green Tree personnel. For small groups of less than 100 persons, the guaranteed count should be received the Monday before your party date. Party sponsors are asked to fax us at 681-5295; e-mail customermanager.greentree@gmail.com or call us at 681-5261 with your guaranteed count. At this time we will want to verify all details of your party (*to make sure we have everything exactly the way you want*), and to get a final count (*your guarantee*) for your party. For example: If your final count (*your guarantee*) is 65, you are responsible to pay for this amount. If only 55 persons attend, you are still responsible to pay for 65. Additional persons over and above the guaranteed count, will be charged to the party sponsor.

NOTE: All persons utilizing the club and picnic area should be included in the guaranteed count regardless of whether they swim or stay the entire length of the party.

DECORATIONS: You are welcome to decorate your party area. We do ask that you please refrain from taping table cloths, balloons to the top of the picnic tables. Please tape to the underside of the table. Pins, staples and/or nails are not to be used with party decorations.

DEPOSITS: Deposit amounts vary depending on the approximate count for your party. The party deposit can be paid by Mastercard, Visa, AMEX, Discover credit/debit card.

PAYMENT:

- Office staff will call the party sponsor the Monday before the scheduled party for your guaranteed count. **Parties** are required to make full payment of the party balance, based on the guaranteed count, by the Wednesday prior to your party. Payment can be paid by Mastercard, Visa, AMEX, Discover or debit card.

NOTE: The party balance will be charged to your credit/debit card at this time. When you begin your party event, you will have a zero balance. Party fees for additional persons attending the picnic, not included in the guaranteed count, will be charged to the above mentioned credit or debit card at the completion of your party.

- NOTE: Payments and deposits will be applied to the party bill.

PINATAS: Pinatas are acceptable at Green Tree. We have many trees that work beautifully for this. We would ask that you follow basic safety rules. We don't want anyone to get hurt. **Note: A \$50 clean up fee is to be paid at the time of the deposit. Upon completion of your party, if all trash relating to the piñata is picked up thoroughly and completely, the \$50 clean up fee will be returned to your card.**

CHECK-IN: Green Tree Staff will be checking in party guests for your party. If the number of party guests exceeds your guaranteed count, you will be charged for the additional guests. If you should want only the number of guests per your guaranteed count, it is up to YOU to communicate to our check-in staff so that additional guests will not be allowed into the party area. Thank you!

CLEAN UP: Parties are requested to please put trash in trash receptacles and to leave the picnic area in good condition.

PARKING: There are two areas in which party attendees may park.

POOL SAFETY PROCEDURE: Red wristbands are available to party sponsors who would like to identify any guest who cannot swim or is a poor swimmer using the adult pool. Children who cannot swim are to be supervised by an adult. **Note: Any child with a flotation device must have a parent or assigned adult either in the pool or sitting very close outside the pool from the child or children.**



CANCELLATION POLICY: In case of inclement weather, parties may reschedule to an open date during the same year party season. Party deposits and payments **WILL NOT** be carried over to the next year. Party sponsors must call the club within two weeks of the canceled party date to reschedule. **NOTE: Cancellation request must be received in writing. ALL party payments and deposits are NON- REFUNDABLE.**

VEHICLES ARE NOT ALLOWED ON CLUB GROUNDS. NO EXCEPTIONS!