

Green Tree

TENNIS CLUB

GENERAL PARTY INFORMATION FOR LARGE GROUP PARTIES (100 - 500 persons)

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



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 on guaranteed count*)
- appointed designated drivers if beer/wine is consumed,
- payment of bill
- distribution of red wristbands to party guests who are using the adult pool who cannot swim or are poor swimmers.

PICNIC DATES & TIMES: Parties are booked on a first come first serve basis and are reserved when a deposit is received. PARTY LENGTH is up to 6 hours.

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. *The guaranteed count should be received one week in advance.* Party sponsors are asked to fax us at 681-5295; call us at 681-5261 or e-mail us at customermanger.greentree@gmail.com 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 215, you are responsible to pay for this amount. If only 195 persons attend, you are still responsible to pay for 215. 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.

DEPOSITS: A deposit of one third of the total bill plus staffing charges paid in advance is necessary to reserve date and time with a minimum deposit of \$500.

- **For business/company party,** the deposit may be paid by check, cash, credit or debit card.
- **For non-business party,** the deposit may be paid by Mastercard, Visa, AMEX, Discover or debit card.

PAYMENT:

- ***Business/company parties*** may pay by Mastercard, Visa, AMEX, Discover or debit card 72 hours prior to their party date. Companies may request a bill for their party and payment is due upon receipt of the bill.
 - ***Non-business parties*** are required to pay the party balance 72 hours prior to the party date. **NOTE: *The party balance, based on your guaranteed count, will be charged to your credit 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 as long as the party area is left in *reasonable condition and club property is damage free.*

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.

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! All trash relating to the piñata should be picked up thoroughly otherwise a \$50 clean up fee will be automatically charged to your bill.



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 reasonable 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 him or her.**

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 LAWNS. NO EXCEPTIONS!

THANK YOU! WE APPRECIATE YOUR BUSINESS!