

# Green Tree

## TENNIS CLUB

### GENERAL PARTY INFORMATION FOR SCHOOL GROUPS

**FACILITIES:** Activities/facilities included in the party fee are: swimming pools (*junior Olympic size adult and large baby*), volleyball and basketball courts, horseshoe, tetherball, children's play area plus picnic area. The party house and pavilion are available at no charge for groups having more than 150 persons and for groups choosing one of our "Turn-Key Packages." The party house is available at no charge for groups having 101-150 persons. 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 below on guaranteed count*)
- payment of bill
- distribution of red wristbands to party guests who are using the adult pool who cannot swim or are poor swimmers.

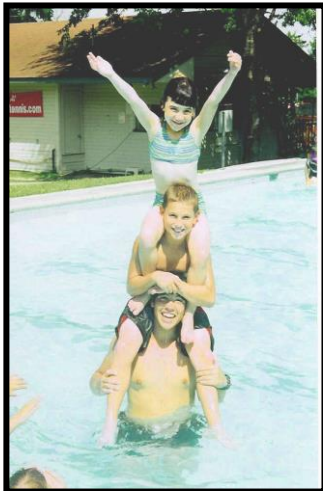
**PICNIC DATES & TIMES:** Parties are booked on a first come first serve basis and are reserved when a deposit is received. Parties times for Saturday and Sunday are between the hours of 1-9 pm. Depending on size of the party, other times may be chosen. Party length is limited to 6 hours or less.

**GUARANTEED COUNT:** Our party service is operated on a guarantee basis. Because staffing of lifeguards, 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 large groups of over 100 persons, the guaranteed count should be received one week in advance; for smaller groups less than 100 persons, the guaranteed count should be received 48 hours in advance.* Party sponsors are asked to fax us at 681-5295; e-mail [customermanger.greentree@gmail.com](mailto:customermanger.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 get a final count (*your guarantee*) for your party. For example: If your final count (*your guarantee*) is 225, you are responsible to pay for this amount. If only 215 persons attend, you are still responsible to pay for 225. 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:** For school groups of less than 100 persons, a minimum deposit of \$150 plus the staffing fee must be paid in advance to reserve date and time. For groups of more than 100 persons, a minimum deposit of \$500 plus the staffing fee must be paid or one third of the total bill, whichever amount is more. The party deposit may be paid by Mastercard, Visa, Discover or American Express. If an invoice is necessary to submit to the school district for payment by check, please let us know and our office staff will be happy to accommodate this request. 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*.

**PAYMENT:** School parties paying by credit card are required to pay for their party in full prior to their picnic date. School parties paying by check may request a final invoice and statement to be submitted to the school district based on the guaranteed count. 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 or included in the final invoice and statement. If not paying by credit card, school groups will be billed the party balance. Complete payment is due upon receipt of bill.



**DECORATIONS:** You are welcome to decorate your party area. We do ask that you please refrain from taping table cloths, balloons etc. to the top of the picnic tables. Please tape to the underside of the table.

**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 large areas in which party attendees may park.

**POOL SAFETY PROCEDURE:** School Party Sponsors will be required to distribute red wristbands to be worn by students who have been identified by the school as non-swimmers or poor swimmers. Red bands will be provided by Green Tree to the party sponsors.

**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. ***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!**

4721 Callaghan Rd.

[www.greentreetennis.com](http://www.greentreetennis.com)

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