

# GreenTree

## TENNIS CLUB

### GENERAL PARTY INFORMATION

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*), tennis courts, volleyball court, basketball court, horseshoe area, tetherball game area, children's play area, and picnic area. Party member 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*)
- appointment of designated drivers if beer 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. Parties times for Saturday and Sunday are between the hours of 1-9 pm. Party length is limited to 6 hours or less.

**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 48 hours in advance.* Party sponsors are asked to fax us at 681-5295; e-mail [customermanager.greentree@gmail.com](mailto: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.

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

## DEPOSITS:

- ❖ **Small groups of less than 100 persons:** A deposit of one third of the total bill plus staffing charges must be paid in advance to reserve date and time with a minimum deposit of \$210 plus staffing. The party deposit is to be paid by Mastercard, Visa, AMEX, Discover or Debit card. NOTE: **Business parties** may pay the deposit by check, cash, credit card or debit card.

## PAYMENT:

- **Non-business parties** are required to make full payment of the party balance, based on the guaranteed count, at least 48 hours prior to the party date. Payment is to be paid by Mastercard, Visa, AMEX, Discover or debit card. **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.
- **Business parties** may pay the party balance by Mastercard, Visa, AMEX, Discover or debit card 48 hrs. prior to their party date. Businesses have the option of being billed the party balance. Complete payment is due upon receipt of bill.
- 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 \$25 clean up fee will automatically be 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.

**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.

**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.***