

Green Tree

TENNIS CLUB

GENERAL PARTY INFORMATION FOR SCHOOL GROUPS 2020

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 the "Mini" Value Turn-Key Package. 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.



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 unless you are guaranteeing 201 persons.*



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 and 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 and completed party application is received. PARTY LENGTH is up to 6 hours and generally between hours of 1-8 in May/September and 1-9 pm June, July & August.

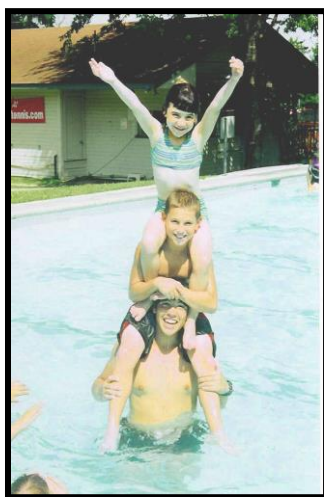
GUARANTEED COUNT: Our party service is operated on a guarantee basis. Because staffing of lifeguards, booking of other parties and picnic table arrangements are based on party counts, it is imperative that a guaranteed count of persons attending the party be given to Green Tree personnel. *For large 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 the Monday prior to the party.* Party sponsors are asked to fax us at 681-5295; call us at 210-681-5261 or e-mail 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 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 areas should be included in the guaranteed count regardless of whether they swim or stay the entire length of the party. Additionally, chaperones and volunteers are to be included in the guaranteed count.

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

The party deposit goes toward the final balance amount. 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. I

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 are 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. ***Cancellation request to be received in writing.*** Party deposits and payments **WILL NOT** be carried over to the next year. **Party sponsors are requested to call the club within two weeks of the canceled party date to reschedule. ALL party payments and deposits are NON- REFUNDABLE.**

VEHICLES ARE NOT ALLOWED ON CLUB LAWNS. NO EXCEPTIONS!

THANK YOU! WE APPRECIATE YOUR BUSINESS!