

# GreenTree

## TENNIS CLUB

### GENERAL PARTY INFORMATION FOR SCHOOL GROUPS 2024

**FACILITIES:** Activities/facilities included in the party fee are: swimming pools (*junior Olympic size adult and large kiddie pool*), volleyball and basketball courts, horseshoe, tetherball, children's play area plus picnic area. For groups choosing the "a la carte" package, the party house is available at no charge when having >100 persons; the cedar pavilion is available at no charge when having >150 persons. For groups choosing the Value Turn-Key Package, the party house & cedar pavilion are both included in the package. 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, it is very likely that other parties will going 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 for large parties/ 5 hours for small parties less than 100 persons. Party times generally are 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. Staffing of lifeguards, booking of other parties and picnic table arrangements are based on this count. *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.* If choosing the Value Turn-key package, guaranteed count is to be received no later than ten days prior to party date. At this time, we will 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 150, you are responsible to pay for this amount. If only 140 persons attend, you are still responsible to pay for 150 guests. 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. It is preferred that the party deposit be paid by EFT or school check. Mastercard, Visa, AMEX, Discover credit/debit cards are accepted.

The party deposit goes toward the final balance amount. If an invoice is necessary to submit to the school district for payment by check or EFT, 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:** 1. School parties paying by credit card are required to pay for their party in full the Wednesday prior to their picnic date. 2. School parties paying by check may request a final invoice and statement to be submitted to the school district based on the guaranteed count and is to be paid no later than the Wednesday prior to their party date. 3. Those groups choosing the Value Turn-Key package are to pay their party balance no later than ten days prior to their party date.

Party fees for additional persons attending the party, 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 for EFT or school check payment. 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. Hammer and nails are not to be used to with picnic tables, party house or pavilion areas.

**CHAPERONES:** Please note that for small and large school group parties chaperones are to present. Chaperones will be included in the party count.

0-50 persons 2 chaperones 51-100 persons 4 chaperones  
101-200 persons 6 chaperones >200 persons 8 chaperones

**CLEAN UP:** Parties are requested to put trash in trash receptacles and to leave the picnic area(s) clean as well as party house and/or pavilion if used.

**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!**

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