

Green Tree

TENNIS CLUB

GENERAL PARTY INFORMATION

SMALL GROUP PARTY

(less than 100 persons)

FACILITIES: Activities/facilities included in the party fee are: swimming pools (*junior Olympic size pool and large baby pool*), volleyball & basketball courts, horseshoe & tetherball game areas, children's play area plus a beautiful three acre picnic area. Party member 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 there will be very likely other parties going at the same time as your party.



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 using the adult pool who are non-swimmers or 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. **Note: The minimum guaranteed count to book a party is 30 persons.** PARTY LENGTH is up to 5 hours between the 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. ***The minimum number of persons to book a child's birthday party is 30.*** Club and party staffing as well as booking of other parties, picnic table arrangements are based on party counts. Green Tree office staff will call the Monday before your party to get your guaranteed count of persons attending the party. The guaranteed count will be the number of people you are charged for and will determine the party area for your event as well as number of tables that are set up for you (6-8 persons/table). The party balance, based on the GC given to us, will be charged to your credit/debit card the Wednesday before your party.

GT staff will be checking in your guests for you party. ***NOTE: If you should have more guests than your GC, you will be charged for the additional guests. If you have less than your GC, you are still responsible to pay for the GC. You will not receive any money back as tables were reserved for your party based on the GC that was given.***

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. Pins, staples and/or nails are not to be used with party decorations.

DEPOSITS: The Deposit amount will reserve your party date and time for your party and will vary depending on the approximate count for your party. The party deposit can be paid by Mastercard, Visa, AMEX, Discover credit/debit card.

PAYMENT:

- Office staff will call the party sponsor the Monday before the scheduled party for your guaranteed count. **Parties** are required to make full payment of the party balance, based on the guaranteed count, by the Wednesday prior to your party. Payment can be paid by Mastercard, Visa, AMEX, Discover or debit card.

NOTE: *The party balance will be charged to your credit/debit 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.

- **Payments and deposits will be applied to the party bill.**
- **NOTE: In light of the increasing expenses associated with Credit Card Acceptance fees, a 3% fee will be applied to all final party balances. Cash is accepted.**

PINATAS: Pinatas are acceptable at Green Tree. There is a **\$30 charge** for bringing in a pinata and a **\$30 cleaning deposit** that will be refunded upon completion of your party if all trash relating to the piñata is picked up thoroughly and completely.

- **NOTE: We have a specific area where pinatas are to be set up. We would ask that you follow basic safety rules to keep everyone safe**

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. Thank you!

CLEAN UP: **Please have your picnic area clean and party completed by the scheduled end party time otherwise risk a \$50 late fee.** Parties are requested to please put trash in trash receptacles and to leave the picnic area in clean and in good 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 the child or children.**

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. **ALL party payments and deposits are NON- REFUNDABLE.**

VEHICLES ARE NOT ALLOWED ON CLUB GROUNDS. NO EXCEPTIONS!

