



EVENT CANCELLATION & CHANGE POLICY

PRIVATE EVENTS | COURT RENTALS | GROUP GATHERINGS

PURPOSE

Because private events require advance court scheduling, staff commitments, event-space preparation, and possible food or vendor coordination, the following policy applies to all private event reservations at The Newporter Club.

RESERVATION & PAYMENT

50% DEPOSIT	Required to reserve the event date, courts, staffing, and event space. A reservation is not confirmed until the deposit is received.
FINAL BALANCE	Due 14 calendar days before the event. Reservations made within 14 days require payment in full at booking.
VARIABLE CHARGES	Paddle rentals, food and beverage, outside-vendor costs, and approved additions are charged when quantities and selections are finalized.

CANCELLATIONS

NOTICE	CUSTOMER OPTION	CLUB CHARGE
30+ days	Cancel or reschedule	Deposit refunded less a \$100 administrative fee
15-29 days	Cancel, or transfer once to a date within 90 days, subject to availability	Deposit is nonrefundable
14 days or fewer	Cancellation or rescheduling subject to club approval	Full contracted event amount is nonrefundable

CHANGES TO COURTS, STAFFING & EVENT SPACE

- Court quantities, coaching hours, staffing, and event-space selections may be reduced until 14 days before the event, subject to the contracted minimums.
- Event courts must be reserved in pairs, with a two-court minimum.
- After the 14-day deadline, reductions do not reduce the contracted price.
- Additional courts, staffing, time, or space may be added if available and will be billed at the current rate.

FOOD, BEVERAGE & ATTENDANCE

Food selections and estimated attendance are due 14 days before the event. Final guaranteed attendance is due seven days before the event. After the final guarantee, charges may increase for added guests but will not decrease if attendance is lower. Food, beverage, catering, and outside-vendor costs already committed are nonrefundable.

WEATHER & CLUB CLOSURES

CLUB CLOSES THE COURTS	If the club determines the courts are unsafe or unplayable, the customer may reschedule once or receive a club credit for court rental, event space, and club staffing.
COURTS REMAIN PLAYABLE	If the club remains open and determines the courts are playable, the standard cancellation and change policy applies.
COMMITTED COSTS	Food, beverage, catering, rentals, and outside-vendor expenses already incurred remain payable and are excluded from weather credits.