

## **Event Booking Flow**

1. Client fills out form on website
  - a. Auto reply sent through Hubspot *EVENT INQUIRY 1 EMAIL* (hubspot)
2. Chelsey will forward inquiry to email to Shelia
3. **Shelia** will check Courts and Time Tree to see if date is available if yes proceed on **track A** if no, **track B**

### **Track A**

4. **2 EVENT INQUIRY EMAIL (gmail)** - Date is available and can see all pricing information on this email as well as pay deposit
  - a. **Shelia** will block the calendars once the deposit has been received. Katelin can confirm
5. **3 EVENT INQUIRY EMAIL (gmail)** - Confirmation email which will include date and time of their event.
6. **4 EVENT INQUIRY EMAIL (gmail)** - 2 weeks prior to their event to pay final balance. Email can be scheduled on gmail

**FULLY PAID EMAIL(gmail)** - this email will confirm all details of the event

### **Track B**

3. **2A EVENT INQUIRY EMAIL (gmail)** - will notify client that their date and time is not available.
4. Once a date has been selected and is available continue on TRACK A

**[ALL LINKS ARE HERE](#)**

## **Pickleball Party Options**

### Option 1

3 court side - \$210 per hour - minimum 2 hours (comes out to \$70 per hour per court)

### Option 2

5 court side - \$350 per hour - minimum 2 hours (comes out to \$70 per hour per court)

### Option 3

All 8 courts- \$560 per hour - minimum 2 hours (comes out to \$70 per hour per court)

### Add ons

Coach - \$100 per hour

Food Trucks - \$20 per meal - if host wants to pay for all guest

Bar -

### Option 1

Luis will open the bar and they host will pay full tab

### Option 2

Cash bar

### Option 3

Bring in your own beer and seltzers NO HARD LIQUOR, only permitted for up to 30 guest? If we want a limit, we just cannot sell drinks or charge for it.

### Option 4

Sodas, water, gatorades.- \$5 per person

Amount to order per person

2 waters

1 Gatorade

½ soda

Math Break Down

#### **Step 1:**

Total Waters = Guests × 2

Total Gatorades = Guests × 1

Total Sodas = Guests × 0.5

#### **Step 2:**

Water Cases = Total Waters ÷ 35 → round UP

Gatorade Cases = Total Gatorades ÷ 8 → round UP

Soda Cases = Total Sodas ÷ 12 → round UP

## **ALL PAYMENTS ARE FINAL -**

PAYMENT SCHEDULE IS AS FOLLOWS

*We can hold a date for 48 hours unless they ask us otherwise.*

\$200 non refundable deposit due in order to hold the date

Balance is due 1 week prior to the event

If paying with a check, it needs to be with the accounting department one week prior to the event date. If they are paying within 48hrs of the event they must pay with a cashiers check.

[EVENT DEPOSIT](#)  
[EVENT BALANCE](#)

**Directions to pay balance**

- ① Click the “Pay Balance” button below.
- ② Adjust the quantity to match the number of court hours and coaching hours (if selected).
- ③ Enter coupon code DEPOSIT200 at checkout to apply your deposit.
- ④ Submit your payment—we’ll send a confirmation as soon as everything’s squared away!

[EVENT INFO](#)

[FOOD MENU](#) - this is only for people who want one tab for all their guest

**Valet Phone number - 321.315.3105 send him the time of the event and date and he will coordinate with his staff**

## EMAIL TEMPLATES

### 2 EVENT INQUIRY EMAIL (gmail)

Subject Line - Secure Your Pickleball Event Spot Before It's Gone!

Hey!

**Great news!** Your requested date and time at **The Yards** is open and ready for a **pickleball-packed event!** We're pumped to help you rally your crew and serve up an epic time on the court. ✨[Check out our pricing and see some more info!](#)

To keep things fair (just like a good kitchen rule), we're holding your date for **48 hours**. Want to lock it in? Just click the button below to confirm and drop your deposit. That's the only way to officially secure your court and get this pickleball party started!

👉 [Lock In My Event](#)

Need a bit more time to paddle through the details? No worries—just let us know and we'll do our best to keep your spot warm.

Thinking of a different date? We've got options. Shoot us an email at [info@ameliayards.com](mailto:info@ameliayards.com) with your **name** and the **new date** you're eyeing, and we'll check availability faster than a kitchen violation call.

🔒 *Just a heads up: Dates are only confirmed once the deposit is paid.*

We can't wait to see your squad dinking, smashing, and having an absolute blast out there. Let's make this event a total **pickleball win!**

See you on the court,  
**The Yards Team**

### 3 EVENT INQUIRY EMAIL (gmail)

Subject line - Game On! Your Yards Event Is Officially Reserved 🎉

Hi!

**Game on!** Your event at **The Yards** is officially locked in, and we couldn't be more excited to host you and your crew. 🎾🎉

Before we start prepping the courts and firing up the fun, please take a moment to review your event details below to make sure everything looks just right:

### **Event Details**

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Courts Reserved:** [Insert Number]
- **Add-Ons Selected:** [Insert Add-ons]

Your remaining balance is due **one week before your event**, and we've included payment info below for your convenience. Don't worry—we'll send you a friendly reminder as the due date approaches.

### **[Ready to Pay Your Balance?](#)**

Just follow these quick steps:

- 1 Click the **“Ready to Pay You Balance”** above.
- 2 Adjust the quantity to match the number of court hours and coaching hours (if selected).
- 3 Enter **coupon code DEPOSIT200** at checkout to apply your deposit.
- 4 Submit your payment—we'll send a confirmation as soon as everything's squared away!

We're stoked to see your event come to life and can't wait to welcome you to the courts! If you have any questions or updates, feel free to reach out anytime.

Let the pickleball party begin! 🍷🎉

See you on the court,  
**The Yards Team**

### **4 EVENT INQUIRY EMAIL (gmail)**

**Subject Line - Friendly Reminder: Final Payment Needed for Your Event 🎉**

Hi!

Your event at **The Yards** is just **two weeks away**, and we're counting down the days until you hit the courts with your crew! 🍷🎉

This is a friendly reminder that your **remaining balance is now due**. If you haven't paid yet, please follow the simple steps below to get everything squared away.

### **Ready to Pay Your Balance?**

Just follow these quick steps:

- 1 Click the **"Ready to Pay You Balance"** above.
- 2 Adjust the quantity to match the number of court hours and coaching hours (if selected).
- 3 Enter **coupon code DEPOSIT200** at checkout to apply your deposit.
- 4 Submit your payment—we'll send a confirmation as soon as everything's squared away!

### **Already paid?**

Awesome! You can ignore this email—we're all set and can't wait to see you on event day!

If you have any questions, special requests, or last-minute changes, feel free to reach out anytime at [info@ameliayards.com](mailto:info@ameliayards.com).

See you on the court,  
**The Yards Team**

FULLY PAID EMAIL(gmail)

Subject Line -  **Balance Received – Your Pickleball Event is All Set!**

Hi!

Thank you for paying your balance—everything looks great on our end! 

We're thrilled to be hosting your group at **The Yards**, and we can't wait to make it a fun and memorable event.

If you have any questions or need anything before the big day, feel free to reach out—we're here to help!

 **Event Details**

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Courts Reserved:** [Insert Number]
- **Add-Ons Selected:** [Insert Add-ons]

See you soon,  
**The Yards Team**

**2A EVENT INQUIRY EMAIL (gmail)**

**Subject Line - Your Requested Date is Unavailable – Let's Pick Another!**

Hey!

Thanks so much for your interest in hosting your event at **The Yards!** We're excited to help you plan an awesome experience.

Unfortunately, the **date and time you requested is not available**. But no worries—we'd love to help you find another time that works just as well!

If you have some flexibility, feel free to send us a few alternate dates or time ranges that could work for you. We'll check availability and get back to you right away.

See you on the court,  
**The Yards Team**