

# USA Dance – Tidewater Chapter

## NYE 2016/17 Reserved Table Registration Guidelines



*The Chapter recognizes that each NYE there are certain tables that are preferred over other tables. In the past, some conversations about how to assign these preferred tables have become a little heated. This year, we feel we have come up with a way to open the reservations up to everyone equally. We appreciate you working with us on this. If changes need to be made, we will consider them next year.*

Thanks,  
Walter Schultz, President

The following guidelines detail the procedures for reserving entire tables for both the December 30<sup>th</sup> Dinner Dance and the December 31<sup>st</sup> NYE Gala.

The attached diagram demonstrates approximately how the tables will be set up through the entire event. The table(s) can be reserved by a person, group or studio for one or both of the reserved seating events.

### **Table reservations will begin now. Please read below:**

- Please decide how many entire tables your organization can afford to reserve and is **certain** to fill.
- Please choose your first, second and third choice for table(s) that you would like to reserve (for each table you reserve...ie, if you want two tables send choices as Tables 1, 2, or 3; and Tables 4, 5, or 6).
- In order to secure your reservation, send in a check for \$500.00 per table/per night to the below address. We will accept only a check or US Postal Money Order for entire table reservations. Table reservations will be accepted only via US Mail. We will not accept a reservation/payment handed to any member, nor at any Chapter event or dance.
- The reservation is made when the check is received. The Chapter will not hold tables pending deposit.
- As you “sell” seats at your table, each attendee will need to contact the Chapter in order to register and pay for their tickets.
- As least weekly, the Chapter will email you a list of persons who have registered and paid for seats at your table. You can always call the Chapter reservation number in order to verify registrants.
- At the end of each month, the Chapter will return your table deposit at the rate of \$50.00 for every person who requests to be seated at your table and has registered and paid.
- If you have difficulty filling seats at your table(s), please contact the chapter as soon as possible so that the chapter can assist in filling them.
- The cutoff date for reserving seats for each these two nights will be December 21<sup>st</sup>. This is in order to give the hotel an accurate and final meal count.
- If by December 21<sup>th</sup>, all your reserved seats are not filled, your deposit remaining for the seats is **non-refundable**.

### **~~~~Things to remember ~~~~**

- 1 – The only way to reserve an entire table is to mail a deposit before anyone else who also wants that table.
- 2 – Only reserve tables for the number of people you feel confident will fill your seats.
- 3 – If there are unsold seats at your reserved tables by the above date, that portion of your deposit is non-refundable even if we fill the seats with walk-in dancers after 9pm.
- 4 – The people who request to be seated at your table must call the Chapter reservation number in order to register and pay. Please ensure they have your table number and group name reservation when calling.

**Please made checks out to: USA Dance, Chapter #6008**

**Mail to:**

**3313 Carney Farm Lane  
Portsmouth, Va – 23703**

**For questions or individual reservations please call Judy at (757) 763-8101.**