## **Policy Regarding Reservations**

Several games, <u>particularly those on Tuesday afternoons</u>, have become consistently filled to capacity. It is not uncommon to have to turn away players wishing to play because there are no more open spots in the room.

Partnerships that have pre-registered for the game will be given priority in seating. Pre-registration may be accomplished by (in order of preference):

- Signing up in advance in the Reservation book at the Director's desk (best)
- Sending an e-mail to the Club (manager@vfbridge.com)
- Calling the Club at (610)-804-8394

If you write in the Reservation Book, try to do several things to help us:

- 1. Make certain you are registering for the right date and time
- 2. Find a pencil; use it... pens are NOT appreciated
- 3. Write on the line(s) provided, and try not to consume multiple lines
- 4. Be precise about who is signing up; everyone has a last name and most of us have a first initial... please don't sign up as John and Mary. If we don't know who you are, you just might be removed for someone identifiable.
- 5. If you have a seating preference, note it after your name(s); (NS) or (EW) works just fine; don't make us guess what you prefer this week; game-time requests make the Director irritable.

If you send an e-mail or leave a voice message, always include a telephone number where you can be contacted if there is a problem with honoring your request. Most of the suggestions above apply to phone messages and e-mails as well...

Once a session has become fully reserved, subsequent reservations will be placed on a Waiting List; if cancellations occur, those on the Waiting List will be contacted for their availability. If your original request cannot be honored, we will contact you to let you know your status. And don't ask if we can put up more tables in the hallway... NO! If the website says a session is Sold Out... it's SOLD OUT.

<u>VERY IMPORTANT</u>: If you make a reservation and your plans change, please be courteous to others that may be turned away and CANCEL YOUR RESERVATION. Although it may seem harsh, if you fail to cancel a reservation and do not show up to play, future requests for reservations will be automatically placed on the Waiting List and you will be seated <u>only if there is space available</u>...