

# PERMANENT COURT TIME (PCT) APPLICATION

## PCT Information Sheet for All Applicants

**All applicants must be paid members for the 2025 2026 Season.**

1. All renewing members may submit a PCT application for **up to two hours of prime time** permanent court time to be included in the PCT Draw. Nonprime hours are weekdays 7am, 8am, 10pm & 11pm and Saturday & Sunday 10pm & 11pm.
2. Applications must have a group contact listed. One application only per group. Each application must have the name, phone number & email address of the member submitting the application ( contact person).
3. **No 2-hour PCT singles Monday to Friday 6pm- 10pm.**
4. A draw and allocation process will take place based on all applications received by June 1<sup>st</sup> (absolutely no exceptions!). This process may not be finalized until the end of July, after which billings will be emailed.
5. Billings for permanent court time must be paid in full by September 30th. On the 15th September a reminder will be sent out to all PCTs with outstanding balances. On 30th September an unpaid balance will result in PCT being cancelled.
6. Incomplete forms will not be entered in the draw. All names must be fully paid-up members for the 2025/2026 season and have a zero balance on their accounts.

Any Permanent Court Time booked as a singles court will only be allowed to be played as singles. If this singles court wishes to play doubles, two guest fees will be charged, whether the players are members or not.

**Completed application must be received before June 1st to be entered in the draw. Applications received late will not be entered in the main draw. All groups receiving PCT will have a \$30 per court hour administration fee split among the group members. (Exception: Monday to Friday 7am & 8am, and any day at 11pm)**

Group leaders of unsuccessful applications will be contacted to allow for a chance at other Permanent Court Times.

The PCT main draw is for renewing members only. All new member PCT application forms and late renewing member PCT applications will be considered after the main PCT draw is completed if times are available and on a first come basis.

**PCT Entry Form Deadline for Draw is June 1<sup>st</sup>.**

**You must submit your completed application to:**

**[pct@nywintertennisclub.com](mailto:pct@nywintertennisclub.com)**

**PLEASE DO NOT CALL AS A CONFIRMATION EMAIL WILL BE SENT OUT IN JULY ONCE THE DRAW HAS BEEN COMPLETED**

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We are applying for Circle one: **Doubles Court (must include all 4 names)** **Singles Court (must have 2 names)**

Player 1 (Group Leader): \_\_\_\_\_ Membership #: \_\_\_\_\_

Player 2: \_\_\_\_\_ Membership #: \_\_\_\_\_

Player 3: \_\_\_\_\_ Membership #: \_\_\_\_\_

Player 4: \_\_\_\_\_ Membership #: \_\_\_\_\_

We wish to apply for the following times. In order for the staff to allocate time, you must have at least 3 time choices. The more day and time options you give us, the easier it is for us to accommodate your group. Please do not restrict your choices. **No 2-hour PCT singles Monday to Friday 6pm- 10pm.**

Choice #	Day of Week	# of hours required	Times desired. Mark am or pm
1			
2			
3			
4			
5			
6			

Site	Please number your Order of Preference
North	
South	
East	

We will attempt to give you your preferred site but cannot guarantee due to the high demand. **NOTE:** If time is allocated to your group, you and your group will be billed with court cost due by Sept 30<sup>th</sup>.

I \_\_\_\_\_ the group's leader confirm that this application is complete. All names on this form have already joined. If we apply are applying for singles, we understand that if we play doubles, guest fees will apply each time we play and will be automatically charged to our accounts.

Name: \_\_\_\_\_ contact #: \_\_\_\_\_

Email: \_\_\_\_\_