

Member Name: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Party Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Party Location:     \_\_\_ Grassy area (no grill)             \_\_\_ Near the snack bar (reservation includes 1 grill)

**Private Party Policies**

- All private parties must take place in the grassy picnic area under the Funbrella next to the sand pit OR under the Funbrella nearest to the grills.
- The Pool has 2 gas grills available for member use; you may reserve one for your party if you choose the location near the grills. Grills cannot be moved to the grassy picnic area. Clean-up of the grill is your responsibility and must be done when you finish using it. There will be a \$25 charge if you do not clean the grill.
- Parties may be no longer than three (3) hours, and must take place between 11:30 AM and 8:30 PM. A minimum of 30 minutes is needed between back to back parties using the same location.
- Parties are booked on a first come, first served basis; only one party may be booked at a time, no exceptions.
- All parties must be reserved with the Pool Manager at least 1 week prior to the event. All requests are logged into the Private Party Book. The attached guest list must be filled out completely and returned to the Manager or Assistant Manager 1 week prior to your party.
- Please indicate if your party guest is a 'Pool Member' or 'Guest' by placing an "X" in the appropriate column. The lifeguard at the front gate will use this list when checking in your party guests.
- The guest list may not exceed 25 non-members. Please note that "non-swimming" party guests (i.e. parents, grandparents, etc.) are considered guests and will count towards your total head count and total guest fees owed.
- The daily guest rate (one credit per guest) is \$5.00 per person (5 credits can be purchased for \$20). The member is responsible for purchasing the appropriate number of guest credits in Member Splash before the start of the party.
- As the host, you will be required to wear a wristband. It will correspond with ones your non-member guests will receive upon check-in. All non-member guests are required to wear these while they are inside the Pool property.
- All guests are expected to follow the Pool Rules.
- Absolutely NO ALCOHOL.
- You may bring in decorations (balloons, banners, streamers) but you must remove it all after your party. NO SILLY STRING. Host members are expected to leave the party area as clean as they found it at the start of the party. There will be a \$25 charge if you do not clean up the party area.
- The Pool reserves the right to deny any party request based on previously scheduled Pool events, parties, life-guard coverage, and/or capacity limits. See website calendar for Blackout Dates and detailed info. The Pool reserves the right to adjust these dates as needed.
- The Pool is not responsible for inclement weather cancellations. Make-up dates are not guaranteed.
- Guest credits are not refundable under any circumstances. The host member is STRONGLY encouraged to confirm the guest list on the day of the party and purchase the appropriate number of guest credits just prior to the start of the party. Party guests are checked in as they arrive and there must be an adequate number of guest credits on the host member's account or the non-member guests will not be allowed in the facility. Additional guest credits can be purchased by logging into Member Splash.

**I have read and understand the policies outlined on this form.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Party Guest List

Member Name: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

	Name of Guest (First and Last)	Pool Member	Guest	Checked In
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
		<b>Totals:</b>		
		<b>Total Guest Credits Required:</b>		

The host member is **STRONGLY** encouraged to confirm the guest list on the day of the party and purchase the appropriate number of guest credits **just prior** to the start of your party. Party guests are checked in as they arrive and you must have an adequate number of guest credits on your account or they will not be allowed in the facility. Log into your Member Splash account to purchase guest credits.