

# Shadow Brook Swim Club Party Rental Form

## **Reserved Parties Information**

In order to book a party or reserve any part of the facility you must be a Member. The Member is responsible for clean-up, fees, and the behavior of all attendees (See rules below). Member must be present for the duration of the time specified. Once the party has concluded all guests must leave the facility at the end of the party time.

Before signing up for a party, a deposit of \$200 is required and will be returned at the discretion of the Pool Management. The fee for booking a party is \$60 per hour. This is due the day that this form is turned into the pool. Refunds will be provided if a party is cancelled 7 days prior to the party date.

During regular pool hours, members may reserve an area for a party with prior approval of Pool Management and per the current reservation process (see below). Parties are limited to 30 people (including members) and 4 hours.

## **Rules**

1. Maximum of 30 people allowed at a party. This includes not only guests, but the member and all members they bring.
2. A party can only last for 4 hours maximum and must end at least 30 minutes before the pool closes.
3. No water balloons allowed.
4. Must be respectful to the lifeguards and management staff on duty.
5. Must clean up any kitchen space that is used. This includes the BBQ area.
6. Bounce houses and similar structures are not permitted.

## Member Information

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

## Party Information

Date of Party: \_\_\_\_\_

Time of Party: \_\_\_\_\_ to \_\_\_\_\_

Total Number of People: \_\_\_\_\_

Area To Reserve: Back Patio \_\_\_ Grass Along Back Fence \_\_\_ Kitchen Area \_\_\_

Number of Chairs Needed: \_\_\_\_\_

Number of Tables Needed: \_\_\_\_\_

Kitchen: Refrigerator Only: \_\_\_\_\_ Kitchen Access Needed: \_\_\_\_\_ BBQ Needed: \_\_\_\_\_

By signing this form, I agree to all pool rules and policies and assume responsibility for all attendees. Party changes or cancellations may result in a change fee which will be deducted from the deposit. Member is responsible for payment of guest fees. Deposit will be refunded or partially refunded based upon the condition left from the party at the discretion of pool personnel. Refunds will be processed via a Shadow Brook check made out to the Member listed on this form. I agree to the conditions of renting the pool for a party as stated in the Shadow Brook Pool Bylaws and Pool Policies/Rules and am responsible for all guests of the party. I release Shadow Brook HOA and Swim Club of any and all liability.

Member or Associate Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pool Mgr. or Asst. Mgr. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Internal Use** Confirm if Member or Associate Member is Current: \_\_\_\_\_ [Yes or No] Date

Approved: \_\_\_\_\_ Pool Mgr. or Asst Mgr: \_\_\_\_\_ Added to

Calendar: \_\_\_\_\_ [Yes or No] Deposit Received \_\_\_\_\_ [Yes or No] Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Fee: \_\_\_\_\_ Set Up Time: \_\_\_\_\_