

Date Received: _____

Date Reviewed: _____

Lochearn Community Club
www.lochearnpool.com

Party Request Form

Requested By: (Individual or Organization) _____

Reason for Party: _____

Phone Number: (home) _____ (cell) _____

Email: _____

Type of Event (check one) _____ A: 15 or fewer attending; hosted by pool member
_____ B: More than 15 attending; hosted by pool member

Requested Date: _____ Alternate Date: _____

Requested Time: _____ Alternate Time: _____

*an alternate date and time are requested in case 1st choice is not available

	<u>Pool Members</u>	<u>Outside Guests</u>	
# of Adults	<input type="text"/>	<input type="text"/>	
# of Children	<input type="text"/>	<input type="text"/>	
Total	<input type="text"/>	<input type="text"/>	*Be as close as possible, so appropriate # of guards will be on duty.

Fees are based on the Type of Event. See the Lochearn Party Policy for fee information.

Please answer the yes or no:

- Use of the grills:
- Use of the canopy (1 or 2):
- Extended hours (over 3 hours):
- Using outside catering service (please specify):
- Requesting alcohol during party (not available during normal operating hours):
-

If you need the services of the snack bar please make arrangements with them directly.

Date of Deposit	Amount of Deposit	Staff Initials	Balance	Total Received	Staff Initials

Party Information (please review Party Policy for specific rules and charges):

1. **ALL REQUESTS MUST BE SUBMITTED IN WRITING.** See party policy for appropriate time frame of submission.
2. **Once the party is approved, you will receive a confirmation letter via email.**
3. **All parties must be held in the picnic area (unless prior approval was given).** If there is inclement weather and there is sufficient space, the pool manager on duty may make an exception to allow the continuation of the party to carry on under the pavilion. These two conditions are the only grounds for exception to this rule.
4. **A nonrefundable deposit will be required.** See party policy for specifics on deposits. This will be based on the number of guests submitted on the party request form. The remaining balance is due the day of the event.
5. All guests, members and non-members, must sign in. Sign in sheet will be on the entrance table.
6. All parties approved by the Board will be for a maximum of 3 hours, unless prior approval was given for longer. We will allow 30 minutes prior to the party for you to “set up” as well as 30 minutes after the party for you to “clean up.”
7. The sponsoring member must be present with the group for the entire duration of the event.
8. Adequate adult supervision is *required* for children and teenage groups.
9. **No glass containers are permitted on pool grounds.**
10. Lochearn Community Club is a **non-smoking facility. No smoking is allowed inside the fenced area.** Smokers are allowed to smoke outside of the pool grounds at the back entrance.
11. All groups must comply with the Club’s current rules and regulations. Copies of the rules are available at the office.

I have read the Party Policy of the Lochearn Community Club and hereby agree to abide by them. I also agree that the declared information on the Party Request Form is accurate.

Date

Sponsoring Member

Party Policy

Two types of parties may be held at the Lochearn Community Club. Some rules and charges vary depending on the type of party.

Type A: The party is requested and hosted by a Club member and will involve no more than 15 attendees.

Type B: The party is requested and hosted by a Club member and will involve 16 or more attendees.

The following rules apply to ALL parties, regardless of type.

1. **All requests must be submitted in writing.** Type A parties, with fewer than 15 guests, may be approved by the Pool Manager. For larger parties, type B, requests will be reviewed at Board Meetings, held bi-monthly during the summer months. (Check calendar for dates) Be sure to submit the application early enough to allow for Board review and communication of a decision.
2. Once the party is approved, you will receive a confirmation e-mail or letter.
3. **A deposit of 50% is due three days prior to the event.** This will be based on the number of guests submitted on the party request form. **This deposit is nonrefundable.** The remaining balance is due the day of the event.
4. All party guests, member or nonmember, must sign in at the front desk. The sign in sheet will be on the entrance table and hosts are asked to help facilitate this process.
5. All parties approved by the Board will be for a maximum of 3 hours. We allow 30 minutes prior to the party for "set up" as well as 30 minutes after the party for "clean up". If "clean up" extends past the Club's normal closing hours an extended time charge will be applied to the final bill.
6. The sponsoring member must be present with the group for the entire duration of the event.
7. Adequate adult supervision is **required** for children and teenage groups.
8. **No glass containers are permitted on pool grounds.**
9. **No alcoholic beverages are permitted outside the party area for any reason.** Alcoholic beverages are only permitted inside the party area with prior Board approval and for party types B and C.
10. Lochearn Community Club is a **non-smoking facility.** **No smoking is allowed inside the fenced area.** Smokers are allowed to smoke outside of the pool grounds at the back entrance.
11. **All groups must comply with the Club's current rules and regulations.** Copies of rules are available at the office.
12. All participants, whether members or guests, **MUST** have passed the deep water test prior to using the deep end of the pool or the diving area.
13. Once a party is approved, payment for guests will be expected, rain or shine. **No rain dates are allowed.** Members must re-submit a request for a new date if The Club needs to close the pool for catastrophic weather-related reasons.
14. The fee for nonmember guests will be \$6.00 to attend the party. No sitting fees will apply for parties.

Additional Rules for Type A Parties

1. Type A parties are approved by the Manager. They do not require Board approval.

2. Type A parties are held on the pool grounds and may use up to two picnic tables. The party area is not opened for Type A parties. If there is inclement weather **and** there is sufficient space, the Manager may make an exception to allow the continuation of the party to carry on under the pavilion.
3. Type A parties may only be held during regularly scheduled Club hours.
4. Location of the party tables is determined in conjunction with the Manager or head lifeguard on duty during the party.
5. No alcoholic beverages are allowed during Type A parties.
6. The Club grills are available for use by the Party. Please be aware of the needs of other Club guests share as appropriate.
7. Parties are scheduled for maximum of 3 hours. Non-members may remain after that time **ONLY IF** the host remains on Club grounds and responsible for those non-members.

Additional Rules for Type B Parties

1. Board approval is required for Type B parties. The Board meets every two weeks during the summer.
2. Type B parties are held in the Party Area only. If there is inclement weather **and** there is sufficient space, the Manager may make an exception to allow the continuation of the party to carry on under the pavilion. These two conditions are the only grounds for exception to this rule.
3. Pool staff will move an appropriate number of picnic tables to the party area, based on the number of Guests.
4. Pool staff will move one of the Club grills to the party area, if the request is made on the party request form. After normal Club hours, the host may request 2 grills in the party area.
5. Parties are scheduled for maximum of 3 hours. Non-members may remain after that time **ONLY IF** the host remains on Club grounds and responsible for those non-members.
6. If you are requesting a party to begin before normal operating hours, extend after normal operating hours, or go beyond 3 hours, additional fees will apply. All parties must end by 11:00 pm.
 - a. Up to 20 people: \$25 per extra hour
 - b. 21-50 people: \$40 per extra hour
 - c. For more than 50 people the Board will determine extra hour fees on a case-by-case basis
7. Alcoholic beverages are only allowed with prior Board approval. This approval should be requested at the time the party request is submitted. Assuming Board approval, all alcoholic beverages **MUST** remain in the party area. **No glass is allowed anywhere on Club grounds.**