

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
_____ C: Requested by outside entity

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