



# Party Rules & Guidelines

Thank you for your interest in holding a party at Forest Hills Club.

So that you and your guests can enjoy themselves in a safe and friendly environment, we have established the following guidelines:

## **MEMBER PARTY RULES & GUIDELINES**

1. Parties will be welcome based on availability and approval of pool management (please review social calendar before requesting to book a party).
2. Party request forms are available at the front desk and must be completed. Party request forms should be submitted at least two weeks before the party is scheduled. Requested date must be approved by the Head Manager – until the booking fee is paid and the date is approved, the date is not reserved.
3. Party guest list MUST be submitted prior to event start.
4. Party times can be scheduled for 3-hour time blocks.
5. Parties may be scheduled to begin 30 minutes after opening and must be cleaned up one hour before closing.
6. Party size should not exceed 50 people in total.
7. Parties of 25 or more guest must pay an additional hourly staffing fee, which will be established by the Head Manager.
8. Guests are subject to the appropriate guest fee in place at the time of your party. If the member is paying guest fees, all guest fees must be paid prior to the start of the party. The final guest count will be confirmed with the manager on duty and any adjustment to the guest fee payment will be made at the conclusion of the party.
9. All pool rules and regulations apply to both FHSC members and their guests. FHSC members are responsible for their guest's actions.
10. For every 10 children under the age of 13 one chaperone will be required (including siblings of attendees). The adult chaperones will help to monitor good behavior and safety rules in the pool area, grass area, pavilion, and locker room facilities.
11. Food and drink must be kept in the picnic areas.
12. All posted rules on the diving board, snack bar and land-games based equipment will be enforced. Failure to do so may result in removal from the premises.
13. The club offers pop up tents, chairs, access to the grills and members kitchen for your party, however you must include what items you would like to utilize at the time of the party via party request form

\*Any exceptions must be approved by the Board of Forest Hill Swim Club

### **Member Responsibilities:**

1. Request permission from the pool management by completing and submitting Party Request Form.
2. Members pay prior to the start of their party time or have guests pay as they arrive.
3. Review and familiarize your guests with the Club Rules and Regulations.
4. Party area, grills, members kitchen and utensils used should be cleaned and all trash placed in a trash can or trash bag.
5. Member hosting will be charged if additional cleaning is required by Club staff.

### **Party Fees (2022):**

1. \$25.00 non-refundable booking fee is required for parties of 15 or more guests.
2. \$10.00 per adult (over 18) guest fee (this is for any non-member)
3. \$5.00 per child (under 18) guest fee (this is for any non-member)
4. \$15.00 additional guard fee per hour for parties of 25 people or more.
5. Any snack shack food or order pizza is also covered by the member and/or their guests during the time of the party

### **Remember...**

- NO GLASS CONTAINERS OF ANY KIND ARE ALLOWED ON THE PREMISES (JARS, BOTTLES, SERVING DISHES, ETC.).
- NO OUTSIDE VENDORS OF ANY TYPE, AND NO BALLOONS, ,
- COOLERS ARE SUBJECT TO INSPECTION BY THE STAFF.
- NO SMOKING
- YOU MAY REQUEST ICE FROM SNACK BAR.
- NO FLOTATION DEVICES OR SWIMMING AIDS ARE ALLOWED IN THE MAIN POOL.
- CHILDREN MUST BE FOUR AND OR OLDER TO USE THE MAIN POOL
  - IN ADDITION: CHILDREN 4+ MUST BE TOILET TRAINED TO USE THE MAIN POOL.
- CHILDREN WHO ARE NOT TOILET TRAINED MUST WEAR A DIAPER AND RUBBER PANTS AT ALL TIMES IN THE CHILDRENS POOL.

**FHSC PARTY REQUEST FORM**

**Hosting Member Name:** \_\_\_\_\_

**Member #:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

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

**Party starting time/ Ending Time:** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**A \$25.00 Non-Refundable deposit is required for parties including 15 or more guest (via credit card, paid at the FHSC front desk)**

**Who will pay guest fees? (Check below)**

\_\_\_\_\_ Guest will pay prior to admittance      \_\_\_\_\_ Member will pay for all guests  
prior to party

I have reviewed the party packet rules (Member Signature):

\_\_\_\_\_

Special Requests: (include any items you would like to utilize)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Forest Hills Swim Club Party Guest List:**

- **Guest List MUST** be given to the manager on the day of your event.
- Please do not list FHSC members on this sheet; they will sign in as usual.
- Member or guest will pay appropriate guest fee.

	<b>Guest Name</b>	<b>Time In</b>	<b># in Party</b>	<b>\$ Guest Fee Collected</b>
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2				
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12				
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20				

**Forest Hills Swim Club Party Guest List Continued:**

	<b>Guest Name</b>	<b>Time In</b>	<b># in Party</b>	<b>\$ Guest Fee Collected</b>
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22				
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