



2024 LWCA Party Reservation Agreement

Name: _____ Address: _____

Phone: _____ Email: _____

Party Date: _____ Party Time: _____

of Non-Resident Guests: _____ # of LWCA Resident Guests: _____

1. Party reservation form and fees must be submitted at least one week in advance to the LWCA Board. A party reservation will not be final until the party reservation agreement is completed and signed, and all applicable fees are paid. Please send a copy of the form to pool@lakeridgewest.org, and email treasurer@lakeridgewest.org to arrange payment drop off to the current LWCA Treasurer.
2. Maximum duration for any personal party is four hours - only within operating hours.
3. A non-refundable Party Fee of \$150 must be paid upon signing the Party Reservation Agreement. **The maximum number of (non-resident) guests is 25. Over 25 non-resident guests will require additional fees. This must be discussed and paid for in advance a minimum of 3 days prior to your party with the LWCA board.**
4. **Please submit a guest list (form below) in advance to make check-in easier the day of your party. List may be sent to pool@lakeridgewest.org**
5. To encourage removal of all debris associated with the party, a refundable \$100.00 Cleanup Bond must be deposited with the LWCA Board upon signing this agreement. **Party hosts are responsible for bagging all garbage and depositing it in the garbage cans outside the tennis courts, LWCA will provide black bags so that cans inside the pool facility are left empty after the party for community use.**
6. In case of rain prior to a party, the pool manager will call to cancel the event and reschedule, if possible. If not rescheduled the Party Fee and the Cleanup Bond will be refunded. No refunds will be made if the party is rescheduled.

PLEASE NOTE: If thunder/lightning/rain occurs while a party in progress no part of the Party Fee will be refunded, and the event will not be rescheduled unless a new Party Reservation Agreement is completed and all applicable fees are paid. If debris are removed, the \$100.00 Cleanup Bond will be refunded.

I have read and understand the above agreement and accept and agree to all the terms and conditions.

(Signature) _____

All parties must be paid by Check or Money Order; Cash will not be accepted.

PARTY HOST: _____ **PARTY DATE:** _____



NON-RESIDENT GUEST LIST:

	<u>FULL NAME</u>	<u>ADULT (A) / CHILD (C)</u>	<u>USING GUEST CREDIT (Y/N)</u>
1.			<i>First 25 Included</i>
2.			<i>First 25 Included</i>
3.			<i>First 25 Included</i>
4.			<i>First 25 Included</i>
5.			<i>First 25 Included</i>
6.			<i>First 25 Included</i>
7.			<i>First 25 Included</i>
8.			<i>First 25 Included</i>
9.			<i>First 25 Included</i>
10.			<i>First 25 Included</i>
11.			<i>First 25 Included</i>
12.			<i>First 25 Included</i>
13.			<i>First 25 Included</i>
14.			<i>First 25 Included</i>
15.			<i>First 25 Included</i>
16.			<i>First 25 Included</i>
17.			<i>First 25 Included</i>
18.			<i>First 25 Included</i>
19.			<i>First 25 Included</i>
20.			<i>First 25 Included</i>
21.			<i>First 25 Included</i>
22.			<i>First 25 Included</i>
23.			<i>First 25 Included</i>
24.			<i>First 25 Included</i>
25.			<i>First 25 Included</i>

PARTY HOST: _____

PARTY DATE: _____



NON-RESIDENT GUEST LIST:

	FULL NAME	AGE	USING GUEST CREDIT (Y/N)
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			

(attach additional pages as needed)

For Office Use Only

Reservation accepted by _____ Additional Lifeguards Hired _____
 No. of guest credits on account _____ No. of guest credits used _____ Amount of guest fees paid _____
 Date Fees Collected _____ Party Fee Paid _____ Yes _____ No _____ Check# _____

Party Status (check all that apply)
 Completed _____ Canceled by rain before event _____ Canceled by rain during event _____
 Date rescheduled _____ Party Fee refunded _____ Yes _____ No _____ Cleanup Bond Paid _____ Yes _____ No _____