



2023 LWCA Party Reservation Agreement

Name: \_\_\_\_\_ Address: \_\_\_\_\_
Phone: \_\_\_\_\_
Party Date: \_\_\_\_\_ Email: \_\_\_\_\_
Number of Guests: \_\_\_\_\_
Approximate Ages: \_\_\_\_\_ Party Time: \_\_\_\_\_

- 1. Party reservations 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.
2. Maximum duration for any personal party is four hours.
3. A non-refundable Party Fee of \$150 must be paid upon signing the Party Reservation Agreement. The maximum number of guests is 25. Over 25 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. 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.
5. 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.

For Office Use Only

Reservation accepted by \_\_\_\_\_ Additional Lifeguards Hired \_\_\_\_\_
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