

# LWCA PARTY RESERVATION AGREEMENT

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Party Date \_\_\_\_\_ Party Time \_\_\_\_\_

Number of Guests \_\_\_\_\_ Approximate Ages \_\_\_\_\_

1. If a resident invites 15 or more guests to the pool at one time any time it will be considered a party. If a Party Reservation Agreement has not been filed, the resident must notify the Pool Manager prior to the arrival of groups of 15 or more guests: 1) To ensure space availability and adequate lifeguard coverage, 2) To prevent overlap with other schedule parties or events, and 3) To complete and comply with the conditions of the Party Reservation Agreement.
2. Party reservations must be submitted at least two weeks in advance to the Pool Manager. A party reservation will not be final until the Party Reservation Agreement is completed and signed and all applicable fees are paid.
3. Maximum duration for any personal party is four hours.
4. A non-refundable Party Fee of \$50.00 must be paid upon signing the Party Reservation Agreement. This fee covers the cost of the party and any the hiring of any additional lifeguards to comply with the safety regulations.
5. To encourage removal of all debris associated with the party, a refundable \$25.00 Cleanup Bond must be deposited with the Pool Manager upon signing this agreement.
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 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 \$25.00 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 \_\_\_\_\_