

PRIVATE PARTY AGREEMENT

The Springwood Swim Club pool and facilities ("Swim Club") may be rented by any member(s) in good standing who signs a "Private Party Agreement" and abides by this Private Party Policy (the "Member Host"). An adult member of the host family must be present for the duration of the event and be responsible for all guests. The Pool Manager or Facility Use Committee must confirm the date and time of each event in writing before an event is finalized.

EVENT DETAILS

Host Responsible for Function:		<input type="checkbox"/> Bond <input type="checkbox"/> Seasonal
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Phone #		Email:	
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Name of Adult supervising is not listed above:	
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Phone #		Email:	
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Day and Date of Party		All dates subject to Pool Manager approval.
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Party Hours	From		To		Total # Hours	
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Description of Event	
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Maximum # of Guests Expected (Member and Non-Member)		Age Range	
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Desired Location of Event	<input type="checkbox"/> Pavilion <input type="checkbox"/> Grove Area	# of Picnic Tables Required	
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Music	<input type="checkbox"/> None <input type="checkbox"/> DJ <input type="checkbox"/> Stereo/Speakers <input type="checkbox"/> Other: _____
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FEES

Party Fee: (due at time of booking) \$100 (Seasonal) \$50 (Bond) Non-Member (As Agreed)	\$ _____
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Adult Guests:	# _____	@\$ _____	\$ _____
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Guests (3-17):	# _____	@\$ _____	\$ _____
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Additional Fees: _____	\$ _____
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Cleaning Deposit	\$75
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Should you estimate the number of guests at your event to be less than that which you paid, you will be billed for the difference at the itemized rates in the agreement.

PRIVATE PARTY AGREEMENT

I, _____, agree to host the event described above in accordance with the terms set forth in this agreement and in compliance the Private Party Policy and all regular rules of conduct at Springwood Swim Club. I agree to pay the agreed upon amounts to the Swim Club outlined in this Agreement.

Signature of Host:

Date:

Return the Private Party Agreement along with your Party Fee payment. We accept cash, check or credit card for payment of the Party Fee. You may keep the Guest List and turn it in later to the office; however, it must be received no less than 24 hours prior to your event. **Cleaning Deposit of \$75** is due on arrival at the Club on the day of your event. **Payment for guests is due at the conclusion of the party.** Guest fees may be paid by cash, check, or credit card.

Please make checks payable to: **Springwood Swim Club**

Mail form and payment to: **Springwood Swim Club, Inc. PO Box 62, Colonia, NJ 07067**

Or:

During normal pool hours, give form and payment to manager on duty. There is a \$50 service charge for any returned checks.

FOR OFFICE USE ONLY

Payment Method	Amount	Date	Received By
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC			
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC			
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC			
# of Guest Passes Used	Child _____	Adult _____	

Print, sign and send in pages 1 and 2 of the Agreement along with your Party Fee. You may hold onto page 3 to gather information but it must be turned into the office no less than 24 hours prior to the event.

Thank you.



PRIVATE PARTY GUEST LIST

HOST:				DATE OF EVENT:	
#	GUEST NAME	GUEST'S PHONE #	MEMBER	AGE OF ATTENDEE (IF CHILD INDICATE APPROXIMATE AGE)	
1			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Adult <input type="checkbox"/> Child _____	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Please duplicate this page as necessary to provide all names of party attendees.

GUEST MUST SIGN IN AT THE OFFICE UPON APPROVAL AT THE SWIM CLUB