

**SPRINGWOOD SWIM CLUB
PRIVATE PARTY POLICY**

The certain areas of Springwood Swim Club pool and facilities (“Swim Club”) are available for private party rental in accordance with this policy and the execution of a Private Party Agreement. Renter must be over the age of 21 and agreed to abide by this Private Party Policy (the “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.

1) PRIVATE PARTIES DURING REGULAR POOL OPERATING HOURS:

- a) Private Parties may be held in the pavilion or grove picnic areas. There is no exclusive use of the table, chairs and lounges within the gated pool area.
- b) To avoid overcrowding, parties occurring during regular pool operating hours are limited to 60 people, including all adults and all children, swimmers and non-swimmers.
- c) For events under 30 guests we cannot guarantee exclusive access to the pavilion. In the event that two small Private Parties are booked on the same day the space will be shared.
- d) Private Parties are booked on a first come, first serve basis and subject to the available capacity of the pool on any given day. Private Parties are not available on Memorial Day, July 4th and Labor Day.
- e) All Private Parties must be scheduled a minimum of 2 weeks prior to event
- f) A list of Private Party guests (members and non-members) must be provided to pool office 24 hours before the party begins.
- g) For safety purposes, all guests are required to sign the party guest register upon arrival at the pool.
- h) Hosts may bring in food and beverages from outside vendors. Refrigeration will not be available.

2) FEES

- a) **Private Parties During Regular Pool Operating Hours** - These rates apply only to Private Parties held during regular pool operating hours. See [Appendix I – Non-Operating Hours](#), for parties booked outside of non-operating hours.
 - i) Seasonal Members – Party Fee of \$100 plus guest fees for non-members:

Adult \$10	Child (3-17) \$6
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 - ii) Bond Members – Party Fee of \$50 plus guest fees for non-members:

Adult \$8	Child (3-17) \$5
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 - iii) Non Members – A Party Fee will be agreed to prior to booking.
- b) The Party Fee along with the signed Private Party Agreement is due at the time of reservation in order to secure the date. We are unable to “hold” dates while awaiting payment.
- c) Guest fees will be charged for all non-member party guests, regardless of whether they choose to swim and regardless of the length of their stay.
- d) A Cleaning Deposit of \$75 is payable on the day of the event. This deposit may be paid by check or credit card at the pool office. The Cleaning Deposit will be returned provided the facility is left clean and there is no damage the facility.

3) DAY OF THE EVENT

- a) The Host must provide a \$75 deposit to the Club Manager before the party begins. This deposit is to ensure the party concludes on time and the area is cleaned. The deposit will be returned once the area has been inspected. Credits are not accepted for cleaning deposits.
- b) On the day of the party you may drive your car down to the site to unload supplies, but the car must be returned to the parking lot or street parking.
- c) We have charcoal grills for your use, but we do not supply the charcoal or utensils.
- d) You may use decorations, but please keep them away from the pool as they become stuck in the filters.
- e) Hosts may begin set up of the area up to 30 minutes prior to the function unless otherwise approved by the Pool Manager.

4) ADULT TO CHILD RATIO

- a) UNDER 6 (SIX) years old, the adult-to-child ratio must be no less than 1 adult for every 2 children. Example: if your party includes 12 total children under 6, there must be at least 6 adults (or mother's helpers) on hand; and
- b) BETWEEN THE AGES OF 7-16, the adult-to-child ratio must be no less than 1 adult for every 6 children.

5) PROPER BEHAVIOR

- a) Members are responsible to educate their guests regarding proper behavior and adhering to the rules of Swim Club. The Club rules are available at www.springwoodswimclub.com.
- b) NO glass container or ceramic containers are allowed in the gated pool area.
- c) NO smoking is allowed on Swim Club property.
- d) NO confetti or water balloons permitted.
- e) All guests (adults and children) must follow the instructions of Swim Club staff at all times.
- f) The sale of alcohol is not permitted.
- g) Music volume must be controlled and its use is at the discretion of the manager on duty.
- h) The on-site manager has the right to end the event at any time with no refunds due to:
 - i) Underage drinking
 - ii) Disorderly conduct/not heeding lifeguard and manager requests
 - iii) Excessive noise warnings
- i) Any complaints by neighbors or police must be fielded and rectified by the Host, not by pool staff on duty that day.

6) CLEAN UP

- a) Host is responsible for picking up all trash and food that may accumulate in the facility during the party rental and if used, cleaning grill surfaces. The Swim Club staff shall empty trash cans as necessary during the party.

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- b) The cleaning deposit will be held as assurance against any damages to the facility, or failure of the party host to meet all cleaning requirements within the allotted time. The deposit will be returned once the Pool Manager on duty at the time of the party determines that no damage has occurred and that the host has met all cleaning requirements within the allotted time.
- c) The Host will be held responsible for costs resulting from any damage incurred during the time of the rental which will be assessed at the actual cost of repair or replacement.
- d) Failure to comply with any of these guidelines will result in the permanent loss your deposit.
- e) Please be reminded that there is a \$50.00 fee for all returned checks.

7) WEATHER POLICY

- a) There shall be no penalty to cancel a party due to inclement weather that is scheduled during regular pool hours. Hosts should be aware that the pool closes when there is lightning or thunder in the area, and sometimes during heavy rain.
- b) In the event that the pool must close the Swim Club will work with the Host to re-schedule the event subject to availability.
- c) Should your party arrive at the pool and you elect to leave early, we will retain all fees that have been received.

8) CANCELLATION POLICY

- a) No penalty shall be assessed for cancellation of parties due to inclement weather, although hosts are encouraged to reschedule the event.
- b) The Host will forfeit the deposit if an event is cancelled for any other reason within 7 days of the scheduled event.

9) POLICY

- a) Guest policies may vary at certain Swim Club Social events at the discretion of the Board of Governors.
- b) The Board of Governors reserves the right to revise this policy without prior notice.



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APPENDIX I – PARTIES BOOKED OUTSIDE OF POOL OPERATING HOURS

Booking parties outside of regular pool operating hours will be entirely dependent on the availability of appropriate staff.

The party fees listed below apply to Private Parties held outside of regular pool operating hours and entitle the host to exclusive use of the pool and facilities.

Events are limited to 6 hours unless otherwise agreed.

The following rates will apply:

PRIVATE PARTIES OUTSIDE OF REGULAR POOL OPERATING HOURS		
# OF GUESTS	PARTY FEES	GUEST FEES
0-60	\$250.00	Seasonal Members
61-80	\$300.00	Adult \$10 Child (3-17) \$6
81-100	\$350.00	Bond Members Adult \$8 Child (3-17) \$5
>100	To be determined in consultation with the Board of Governors	

If the staff is needed longer than expected for clean-up or any other reason, the Host must be prepared to pay the staff for the extra time. Extended time will be charged at a rate of \$35.00/hour for a manager and \$20.00/hour for each guard required.