

Carolina Pool Management

BEVERLY WOODS EAST POOL PARTY REQUEST FORM

POOL: _____	For Office Use Only
DATE OF PARTY: _____	
START & FINISH TIME OF PARTY: _____	Confirmed by _____
(Please include AM or PM)	Date Confirmed _____
SPONSOR PHONE #: _____	
SPONSOR NAME: _____	
SPONSOR EMAIL: _____	
SPONSOR ADDRESS: _____ _____	
NUMBER OF PEOPLE ATTENDING PARTY: _____	AGE GROUP OF PEOPLE ATTENDING PARTY: _____
WILL ALCOHOL BE ALLOWED? <input type="checkbox"/> YES <input type="checkbox"/> NO (<u>PLEASE CHECK ONE</u>)	

Party Guidelines

Anyone having a pool party must adhere to the following guidelines:

- Pool Parties must be scheduled a minimum of 7 days in advance.**
- Carolina Pool Management Lifeguards will not be provided for any parties outside of normal pool hours.**
- Inclement Weather: should you need to cancel your party due to inclement weather, please contact the pool manager at least two hours prior to party start time. Please do not contact the Carolina Pool Management Office to cancel or reschedule the party. Failure to follow the cancellation policy may result in a partial loss of your refund.**
- Pool Party Request Forms must be completed. Pool Party Request Forms must be turned in to the Pool Manager, with full payment, in order to be scheduled.**
- A pool party is not confirmed until you receive a phone call or email from the Pool Manager confirming the party.**
- The charge for each lifeguard is \$20.00 per hour.**
- Party sponsor is responsible for helping clean up after the party.**
- Children's Parties (Age 12 and under): Party host will be provided a "Pool Party Orientation" sheet. Please review this sheet PRIOR to your party.**

See other side



Staffing guidelines required for a pool party:

<u>Number of People</u>	<u>Number of Lifeguards</u>
1 to 25 people *	1 lifeguard
26 to 60 people	2 lifeguards
61 to 100 people	3 lifeguards
101 + people	4 or more lifeguards

“Number of People” guideline is based on TOTAL PARTY ATTENDEES, NOT estimated swimmers.”

Special Circumstances Requiring Additional Staffing/ Costs:

- ❑ **One (1) additional lifeguard is required for any party involving teenagers, college-aged people, or parties involving alcohol.**
- ❑ **Homeowners Associations that require a security guard** for parties having alcohol are not required to have an additional lifeguard, but the party sponsor is required to hire the security guard through the Homeowners Association. **Please note: some Homeowners Associations do not allow alcohol.**
- ❑ For a party involving children, teenagers, or college-aged people, party sponsor must have **one adult chaperone for every 10 people.**
- ❑ If additional clean-up time is required (all after hours parties require clean up fee), **party sponsor is responsible for paying for the additional clean-up time** (i.e. 2 lifeguards for 30 min. of clean-up time- Cost \$20.00). Violations of this policy will be reported to the homeowners association.

Steps to Determine Pool Party Cost:

Number of Party Hours	_____	
Number of Lifeguards	_____	
Number of hours multiplied by the number of guards	_____ X \$20 =	_____
Non-Refundable Administration Fee:		+ 20.00
Clean-up (\$10/guard for after-hours parties)		+ _____
Total Due		= _____
Check Number:	_____	
Date:	_____	
Received by:	_____	

Member Signature _____ Date _____

For insurance and liability reasons there can be NO exceptions to the above policies.

Approved by Club Representative: _____ Date: _____