WRA Bondholder Private Parties at Woodcrest Swim Club 2017

Questions can be emailed to woodcrestswimclub@gmail.com

1. Reserve your date! **Please complete the *Party Request Information* (bottom of this page) along with a $50 refundable deposit. Check should be made to WRA (in memo line, please include party date & Attn: Jess Walsh/Social).** Incomplete information will result in a delay of review of your request. Once your request has been reviewed and confirmed, you will receive a confirmation email. *WRA only permits parties in three locations on the grounds.* If more than three parties are requested in one day, Board approval would be necessary.

2. Parties will be charged $100 if more than 40 people are in attendance, and $200 if more than 70 people are in attendance. All weddings, Bar/Bat Mitzvahs or other major life celebrations will be charged $500 for use of pool grounds. Bondholders cannot request "private" parties in which WRA would close the pool to members. Parties longer than 3 hours will be assessed $50 charge per additional hour.

3. On the date of your party, you need to provide the front desk a list of non-members attending. Guest fees are required for each non-member guest entering the swim club.
   - $10 per guest if guests arrive <u>before</u> 5:00 PM seven days a week
   - $5 per guest if guests arrive <u>at or after</u> 5:00 PM seven days a week

4. WRA will provide your requested number of "Reserved" tables in a designated party area. The first table is free, additional tables are $10 each. *[This ensures that on a busy weekend, you will be guaranteed table(s) with 6 chairs for your party.]*

5. <u>**ABSOLUTELY NO GLASS ITEMS PERMITTED!**</u> This includes, but not limited to, beverages,, serving trays, decorations, etc.

6. Catering: You may provide your own food, have your food delivered, or catered by a third party.

7. Gas Grills: Grills are for the use of the general membership. They cannot be reserved or monopolized by a single party. If a private party's use of the grills interferes with general membership use, the on-duty manager will instruct the party to immediately cease use of the grills.

8. Clean Up and Party End rule: WRA does our best to keep party fees as low as possible by limiting the number of hours guards spend cleaning, putting tables/chairs away, etc. The bondholder hosting a private party is expected to, and responsible for, the following:
   - terminating all private parties at least 30 minutes prior to closing;
   - removing food, trash, balloons, and other party debris from the party area.
   Failure to comply may result in loss of all (or part) of your $50 deposit, and possibly incur additional cleaning fees.

9. Band testing: Parties with guests under the age of 12 often require swimming band tests for the children. Unless prior arrangements are made with the manager, we may or may not have guards available to band test more than two guests. If your party is likely to require more than two band tests, please speak with the Pool Manager at least a week in advance of your party to make arrangements.

10. Payment for non-member guests, reserved tables, and (if applied) any additional cleaning fees, are due at the conclusion of your party.
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PARTY REQUEST INFORMATION

Date of Party: **Rain Date:**	**Preferred Location (list in order of preference 1st, 2nd, 3rd):** _____ near the playground
Time & length of Party: (parties lasting more than 3 hours will incur additional fees)	_____ behind the double slides at the end of the medium pool _____ next to the snack bar along the fence-line of Cranford Rd
Name of Bondholder:	**Name of person for which party is being held:**
Bondholder Phone # and Email:	
# of expected non-members: _____	**Number of guests under 12 of age:** _____
Number of tables requested: *1st reserved table is free* _____ *# of Additional tables requested ($10 per additional table)*	

Managers Notes:

Date request received:	Date approved:	Approved by: (must be a Board Member)	Deposit $50 Received:	Final Payment $_____ Received by: