

Carolina Pool Management

POOL PARTY REQUEST FORM

POOL: _____	For Office Use Only	
	Confirmed by _____	
DATE OF PARTY: _____	Date Confirmed _____	
START & FINISH TIME OF PARTY: _____	SPONSOR PHONE #: _____	
<small>(Please include AM or PM)</small>		
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**.
- NO pool parties will be scheduled during holiday weekends and July 4th.**
- NO after hours pool parties will be permitted.**
- 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.
- Completed Pool Party Request **Forms must be turned in to the Pool Manager, with full payment, 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 \$30.00 per hour plus clean up fee for after hours parties.
- Party sponsor is responsible for helping clean up after the party. If additional clean-up time is required, party sponsor is responsible for paying for the additional clean-up time.
- 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 50 people	2 lifeguards
51 to 100 people	3 lifeguards
101 + people	4 or more lifeguards

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

The total number of attendees **includes anybody who will be inside pool gates** as lifeguards are responsible for safety of every patron, both in the water and on the pool deck.

In addition, parties involving **alcohol, teenagers or college-aged people** will require one additional lifeguard. For all events, the rate is \$30/hr. per guard.

Ex. You have 40 people attending the event from 6pm-8pm. You would need two guards for 2 hours. Each guard is \$30 per hour so your total for the event will be \$120 plus \$20 administration fee.

Special Circumstances Requiring Additional Staffing/ Costs:

- ❑ **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.**

Steps to Determine Pool Party Cost:

Number of Party Hours	_____	
Number of Lifeguards	_____	
Number of hours multiplied by the number of guards	_____ X \$30 =	_____
\$20.00 Administration fee (required for all parties)		+ <u>20.00</u>
Total Due		= _____
Check Number (checks are to be made out to Carolina Pool Management):	_____	
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: _____