



## Pool Party Request Form

Party Request Form and Rules Form must be signed and submitted to Board Manager at least **(1) one week** prior to party to allow for adequate guard staffing. Requests may be submitted via email to [infor@fwpa.com](mailto:infor@fwpa.com) or returned to the snack bar.

Member Name \_\_\_\_\_

Membership # \_\_\_\_\_

Contact Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Requested Day and Date \_\_\_\_\_

Time of Party \_\_\_\_\_

\*All parties must include a 30-minute set up time and a 30-minute clean up time. Parties can be reserved in 2 to 4-hour increments. Host is responsible for set up and cleans up.

Black out times; Memorial Day Weekend, Fathers' Day Weekend, Independence Day Weekend, Labor Day Weekend, Saturday morning during home swim meets.

Parties are defined as any Member with **(10)** or more non-members and will require party approval. Total guests may not exceed more than **(25)** non-members.

Hosting Members; Must be 21 and on premise during event. Member will be will responsible for the conduct of his/her guests. Host may not charge entrance fees or fees for alcoholic beverages.

Number of non-member guests attending \_\_\_\_\_ Total Number of all guests \_\_\_\_\_

# of children \_\_\_\_\_ \*Adult to child ratio for parties is one adult for every (3) children under three (3)

Space requested; Space A (grassy area behind deep end) \_\_\_\_\_ Space (baby pool grass area) \_\_\_\_\_

**Equipment** - \*Separate tables and chairs must be requested for event and will be set in reserved party space. Tables and chairs set up around pool deck are for membership use. Please see pricing list on back.

Are there any special requests we need to know about? (i.e. equipment/product delivery)

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## Pricing

\*To be filled out by Board Manager

|   | <u>Price</u>            | <u>Quantity</u> | <u>Total</u> |
|---|-------------------------|-----------------|--------------|
| Picnic tables (up to 3) seats 6-8 ea        | \$5ea                   | _____           | _____        |
| 8' table (up to 6) seats 10 ea              | \$5ea                   | _____           | _____        |
| 6' round table(1) seats 8                   | \$5ea                   | _____           | _____        |
| Chairs (limit 25)                           | \$2ea                   | _____           | _____        |
| Grill                                       | \$10ea                  | _____           | _____        |
| Awnings                                     | \$15 ea                 | _____           | _____        |
| Total equipment charge                      |                         |                 | _____        |
| Space rental                                | \$50                    |                 | \$50_____    |
| Guest pass for non-members<br>(2 and older) | \$5ea                   |                 | _____        |
| Staff                                       | \$35 per hour x ____hrs |                 | _____        |
| Total charges                               |                         |                 | _____        |

**A 50% deposit is required to reserve your party request.** Final fees are due day of event.

The Board Manager must approve the request. Host Member and guests are responsible for following all pool rules or management reserves the right to have participants escorted off pool property.

Member Signature \_\_\_\_\_

Date \_\_\_\_\_

Board Manager Signature \_\_\_\_\_

Date \_\_\_\_\_