

ENCORE POOL PARTY PACKET

(Member's Copy)

Thank you for considering our facilities for your event. Please look over this packet and if you have any questions please leave a message for the Encore Pool Manager. We hope that we can accommodate your event and make this a special day for you.

Party Packet will include the following:

- *Party Information*
- *Party Fees and Rules*
- *Party Request Form*
- *Party Guest List*
- *Return Envelope*

Party Information

1. *An Encore Pool Member signs up their party date/time in Party Request Book. Check availability. No more than two parties can be held at the same time.*
2. *The Encore Pool Manager will approve the party date and time, the Encore Pool Member will be contacted. Then submit the enclosed Party Request Form, Guest List, Party Clean Up Evaluation Form and Party Fees (Party Fee and Cleaning Deposit) to the Gate Attendant one week prior to the party.*
3. *The Pool Manager must know party date two weeks prior to the date to allow us time to schedule staff. There will be an additional fee for the lifeguard if needed.*
4. *Upon arriving for your party, you must check in with the Gate Attendant and have a person stay at the gate to check in each of your guests.*
5. *At the end of the party, your area must be cleaned and checked by the attendant on duty.*

Party Fees:

1. A \$150.00 party fee (non-refundable). Please use a separate check.
2. Party fee covers cost of up to 20 guests. Limit of 20 guest. The party host/hostess must be at the pool prior to the guest arrival. You must check in all guests on your Guest List that was turned in to the attendant a week prior to the party. No guest can be checked into the pool before 1 p.m. unless authorized by Pool Manager.
3. There will be a \$20 per hour charge for all parties with if an additional lifeguard is needed. This charge will cover the additional cost of having a second lifeguard on duty during the party.
4. A \$25.00 cleaning deposit (refundable) is due when your request is submitted. Please use separate check or cash. After your party, please allow 7 business days for your deposit to be returned. Your deposit is refundable if the attendant on duty determines that the area you were using is left clean (refer to Party Cleanup Evaluation Form). Please make checks payable to Willow Glen Homeowners Association. All checks must be drawn against the Encore Pool Member's checking account.
5. Attendant will check your party area to make sure it is cleaned to receive deposit back.

TELL YOUR GUESTS THAT PROPER SWIMWEAR MUST BE WORN TO SWIM IN THE POOL.!

Rules:

Encore Pool member MUST host the party, be present at all times, and be responsible for all guests. Encore Pool member is required to inform their guests of all pool rules posted at Encore Pool.

1. Party may be scheduled only during hours in which a pool attendant and lifeguard are on duty. **Parties will be limited to maximum of 3 hours and guest will be expected to leave at the end of the party.**
2. **Parties over 3 hrs will be charged an additional \$15.00 per hour over fee.**
3. Request must be submitted at least 2 weeks in advance on a space available basis with approval of the Encore Pool Manager. Party is not considered booked until confirmed by Encore Pool Manager. Please allow pool manager one week to approve party request. The northeast corner of the pool deck (corner closest to the parking lot) or under the awning near the shallow end can be reserved for your party.
4. You will be allowed the use of 1 barbecue and 3 tables for your party.
5. We do not allow additional entertainment such as but not limited to clowns, jumpy houses, magicians, musical performers, or animal friends. Music must be at a low volume. Volume limited to a six-foot diameter. Speakers are discouraged.

ENCORE POOL PARTY REQUEST FORM

Pool Number: (408) 226-6445

Please return this form and Guest List to Gate Attendant

Today's Date: _____ Party Date: _____

(Encore Pool Member complete below information)

Pool Member's Name: _____

Member's Address: _____

Member's Phone #'s: _____ (day) _____ (evening)

Reason for request: _____

of Guests: _____ (**NOT** to exceed 20 guests)

Time Requested: _____ to _____ (3-hour Maximum)

Items needed: _____ (1) barbeque _____ (1-3) Tables

Additional lifeguard needed: yes no

I have read the attached party rules and pool rules. I agree to these rules.

Encore Pool Member Signature _____ Date

Encore Pool Party Guest List

Encore Member's Name: _____

Party Date: _____

Guests:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

Party Cleanup Evaluation Form

Member's Name _____

Party Date _____

Number of Guests _____

Party Time _____

To receive the refundable \$25 cleaning deposit fee, the attendant on duty will complete this form after your party. Once the form is submitted and the pool manager has decided that the party was conducted in accordance to pool rules and clean up occurred properly, you then will receive the deposit back. If the party was not conducted according to the *Party Rules* and cleanup did not occur, then Encore Pool will keep the \$25 deposit.

Staff Use Only

1. Did the party start and finish at the designated time? Yes No
2. Did the host or hostess keep within the number of guests on the submitted list? Yes No
3. Were the pool rules followed and obeyed while the party was underway? Yes No
4. Was anything left damaged or broken? Yes No
5. Was garbage picked up and disposed of? Yes No
6. Was the party area left in a clean and orderly manner? Yes No
7. Do you the attendant on duty; feel that the member should receive the \$25 deposit back?
 Yes No
8. Attendant or lifeguard may make any additional comments in this space.

Attendant sign here: _____

Lifeguard sign here: _____

Did the Encore Pool Member receive their \$25 deposit back? Yes No

Pool Manager sign here: _____