



## **PARTY PACKET**

**(Members Only)**

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
  - Clean Up Evaluation Form
  - Party Guest List
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, and 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 the 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 see fees.
  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 for 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 \$300.00 party fee (non-refundable). Please use a separate check.
2. The party fee covers the cost of up to 20 guests. There is a limit of 20 guests. Guests are non-members of Encore Pool. Guests is defined as someone who is swimming or not swimming.
3. The party host/hostess must be at the pool prior to the guest arrival.
4. You must check in all guests on your guest list that was turned into the attendant a week prior to the party.
5. No guest can be checked into the pool before 1 p.m. unless authorized by Pool Manager.
6. There will be a \$35 per hour charge for all parties with an additional lifeguard. This charge will cover the additional cost of having a second lifeguard on duty during the party.
7. A \$100.00 cleaning deposit (refundable) is due when your request is submitted. Please use separate check or cash.
8. After your party, please allow 7 business days for your deposit to be returned.
9. 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).
10. Please make checks payable to Willow Glen Homeowners Association. All checks must be drawn against the Encore Pool Member's checking account only.
11. Attendant will check your party area to make sure it is cleaned to receive deposit back.

## Rules:

1. Encore Pool members MUST host the party, be present at all times, and be responsible for all guests.
2. Encore Pool members are required to inform their guests of all pool rules posted at Encore Pool.
3. Party may be scheduled only during hours in which a pool attendant and lifeguard are on duty.
4. Parties will be limited to a maximum of 3 hours and guests will be expected to leave at the end of the party time.
5. Parties over 3 hours will be charged an additional \$100.00 per hour over your party fee.
6. The request must be submitted at least 2 weeks in advance and will be approved if space is available.
7. The party is not considered booked until confirmed by Encore Pool Manager.
8. Please allow the Encore Pool Manager one week to approve the party request.
9. 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.
10. You will be allowed the use of 1 barbecue and 3 tables for your party.
11. 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.

### PLEASE REMIND YOUR GUESTS:

- **THAT PROPER SWIMWEAR MUST BE WORN TO SWIM IN THE POOL.**
- **ALL HAIR LONGER THAN THE SHOULDERS MUST BE TIED BACK.**
- **THEY SHOULD RINSE OFF IN THE SHOWERS BEFORE ENTERING THE POOL.**
- **ALL GUESTS SHOULD REMAIN OFF THE LIFEGUARD CHAIR**
- **THERE IS NO SMOKING ON THE ENCORE POOL FACILITY**
- **NO GLASS OF ANY KIND SHOULD BE BROUGHT IN THE POOL AREA INCLUDING BOWLS & BOTTLES.**

# ENCORE POOL PARTY REQUEST FORM

Pool Number: (408) 226-6445

Please return this form, guest list, party clean up evaluation form and deposit to Gate Attendant.  
(Encore Pool Member complete below information)

Today Date: \_\_\_\_\_ Party Date: \_\_\_\_\_

Pool Member's Name: \_\_\_\_\_

Member's Address: \_\_\_\_\_

Member's Phone #'s: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Reason for request: \_\_\_\_\_

# of Guests: \_\_\_\_\_ (NOT to exceed 20 guests) Area Circle One: Front Corner Parking Lot Corner

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 with Encore Pool Rules.

\_\_\_\_\_  
Encore Pool Member Signature

\_\_\_\_\_  
Date

## **Staff Use Only:**

### Fees:

Party guest fee (non-refundable) fee paid  yes  no \$300.00

Cleaning deposit fee (refundable) fee paid  yes  no \$100.00

Cleaning deposit returned  yes  no

Additional Lifeguard \$35 per hour x \_\_\_\_\_ # of hours \$ \_\_\_\_\_

Additional lifeguard hours paid  yes  no

Over 3 hour party time limit (\$100 per hour) \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

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

\_\_\_\_\_  
Date

# Party Cleanup Evaluation Form

Encore Member's Name: \_\_\_\_\_

Number of Guests: (Maximum 20) \_\_\_\_\_

Party Date: \_\_\_\_\_

Party Time: \_\_\_\_\_

To receive the refundable \$100 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 with the 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 \$100 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 \$100 deposit back?  
 yes  no

8. Comments to Pool Manager: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Attendant

\_\_\_\_\_  
Lifeguard

Did the Encore Pool Member receive their \$100 deposit back?  yes  no  
If not, why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pool Manager:

# Encore Pool Party Guest List

Encore Member's Name: \_\_\_\_\_ Party Date: \_\_\_\_\_

## Guests:

(One name per line with a maximum of 20. If your guest is already a member of Encore Pool, please do not include their name. All the people coming into the pool are guests whether they are swimming or not.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_