

# PARTY PACKET

(Members Only)

Thank you for considering Encore Pool for your special event! We look forward to helping you host a fun and safe gathering. Please review this packet carefully. If you have any questions, feel free to leave a message for the Encore Pool Manager.

We hope to accommodate your event and make it a memorable day for you and your guests!

## Party Packet Includes:

- Party Information & Guidelines
- Party Fees & Rules
- Party Request Form
- Clean-Up Evaluation Form
- Party Guest List

## Party Reservation Process:

1. Sign up your party date and time in the Party Request Book at the pool office.  
*Note: No more than two parties can be scheduled at the same time.*
2. The Encore Pool Manager will review and approve your request. Once approved, you'll be contacted.
3. Submit the following to the Gate Attendant at least one week before your party:
  - Completed Party Request Form
  - Completed Party Guest List
  - Completed Clean-Up Evaluation Form
  - Party fees:
    - Party Fee (\$300 non-refundable)
    - Cleaning Deposit (\$100 refundable)
4. The party date must be reserved at least two weeks in advance to allow time for staffing and lifeguard scheduling. *Additional fees apply if an extra lifeguard is needed (see fee schedule).*
5. On the day of your event:
  - Check in with the Gate Attendant upon arrival.
  - Designate a person to remain at the gate to check in your party guests.
6. At the end of your party:
  - Clean your reserved area.
  - Have the attendant on duty perform a final check using the Clean-Up Evaluation Form.

### **Reminder:**

No GLASS & No outside entertainment (clowns, inflatables, magicians, animal guests, etc.) is allowed on-site.

## Questions?

Contact the Encore Pool Manager at: [poolmanager@wghoaencorepool.com](mailto:poolmanager@wghoaencorepool.com)

## Party Fees & Payment Policies

- Party Fee:
  - \$300.00 (Non-refundable)
  - Covers up to 20 guests (swimming or not swimming)
  - Guests are considered non-members of Encore Pool.
- Guest Check-in:
  - Host/hostess must arrive before guest arrival.
  - All guests must be listed on the Guest List submitted one week before the event.
  - No guest check-ins before 1:00 p.m. unless approved by the Pool Manager.
- Additional Lifeguard Fee:
  - \$35 per hour for any event requiring an additional lifeguard.
  - Charged to cover staffing costs for larger parties or as required by pool management.
- Cleaning Deposit:
  - \$100.00 (Refundable) Due when submitting your Party Request.
  - Refund issued within 7 business days after your event pending clean-up approval.
- Payment Instructions:
  - Please make checks payable to Willow Glen Homeowners Association.
  - All checks must be from the Encore Pool Member's checking account only.
  - Use separate checks for Party Fee and Cleaning Deposit.
- Post-Party Clean-Up:
  - The on-duty attendant will inspect your area using the Party Clean-Up Evaluation Form.
  - To receive your deposit back, your area must be left clean and orderly.

## Party Rules

- Encore Pool Members MUST host the party, be present at all times, and are responsible for their guests.
- Encore Pool Members must inform guests of all pool rules posted at Encore Pool.
- Parties can only be scheduled during hours when both a Pool Attendant and Lifeguard are on duty.
- Parties are limited to 3 hours. Guests must leave at the end of the scheduled time.
- Parties exceeding 3 hours will be charged an additional \$100 per hour.
- Party requests must be submitted at least 2 weeks in advance and are subject to availability.
- Your party is NOT booked until confirmed by the Encore Pool Manager.
- Allow one week for approval from the Encore Pool Manager.
- Party areas available for reservation:
  - Northeast corner of the pool deck (near the parking lot)
  - Under the awning at the shallow end
- Each party includes the use of:
  - 1 charcoal barbecue (no gas barbecues allowed)
  - 3 tables
- Additional entertainment is not allowed. This includes, but is not limited to:
  - Clowns, Jumpy houses, Magicians, Animal friends, Musical performers
  - Speakers and music must be kept to a low volume (limited to a 6-foot listening area).

## Guest Reminders

Please remind your guests of the following pool rules:

- Proper swimwear is required.
- Hair longer than shoulder-length must be tied back.
- All swimmers should rinse off in the outdoor showers before entering the pool.
- No one is allowed on the Lifeguard chair.
- No smoking anywhere on Encore Pool property.
- No glass of any kind (this includes bowls, bottles, jars, etc.) is allowed inside the pool area.

# Encore Pool Party Request Form

Pool Office: (408) 226-6445

Please return this completed form, guest list, party clean-up evaluation form, and required deposit to the Gate Attendant.

## Event Information

Today's Date: \_\_\_\_\_

Requested Party Date: \_\_\_\_\_ Requested Party Time: From \_\_\_\_\_ to \_\_\_\_\_

Requested Party Area: (circle one) \_\_\_\_\_ (Maximum 3 hours)

Front Corner  Parking Lot Corner

Reason for Party: \_\_\_\_\_

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

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## Pool Member Information

Member's Full Name: \_\_\_\_\_

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

Daytime Phone #: \_\_\_\_\_

Evening Phone #: \_\_\_\_\_

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## Party Set-Up Requests

- Barbecue Needed:  Yes  No
- Tables Needed (1-3): \_\_\_\_\_
- Additional Lifeguard Requested:  Yes  No (Additional fee applies: \$35/hour)

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## Agreement

I acknowledge that I have received and read the attached party and pool rules. I agree to comply with all Encore Pool regulations.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Staff Use Only

Fees Collected:

Party Guest Fee (non-refundable) .....\$300.00

Paid:  Yes  No

Cleaning Deposit (refundable) ..... \$100.00

Paid:  Yes  No Returned:  Yes  No

Additional Lifeguard Fee \$35/hour × \_\_\_\_\_ hours = .....\$ \_\_\_\_\_

Paid:  Yes  No

Overtime Fee (\$100/hour for parties over 3 hours) = .....\$ \_\_\_\_\_

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

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Please return this form at least one week prior to your requested party date.*

## Encore Pool — Party Clean-Up Evaluation Form

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

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

Party Date: \_\_\_\_\_ Party Time: From \_\_\_\_\_ To \_\_\_\_\_

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### Important:

To receive the refundable \$100 cleaning deposit fee, this form will be completed by the Attendant on Duty after your party. Once reviewed by the Pool Manager, and if the party complied with Encore Pool Party Rules and clean-up expectations, the \$100 deposit will be returned. Failure to comply will result in forfeiture of the deposit.

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**Staff Use Only** Please complete the following:

Did the party start and finish at the designated time?

Yes  No

Did the host/hostess stay within the number of approved guests on the guest list?

Yes  No

Were the pool rules followed and enforced during the party?

Yes  No

Was anything damaged or broken?

Yes  No

Was all garbage picked up and properly disposed of?

Yes  No

Was the party area left in a clean and orderly manner?

Yes  No

Do you, the Attendant on Duty, recommend the \$100 deposit be returned?

Yes  No

Comments to Pool Manager:

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Attendant/Lifeguard Name: \_\_\_\_\_

Did the Encore Pool Member receive their \$100 deposit back?

Yes  No

If no, why?

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Pool Manager Signature: \_\_\_\_\_

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

# Encore Pool Party — Guest List

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

**Instructions:**

- List the names of all party guests below (maximum of 20).
- Do **not** list current Encore Pool members.
- All individuals entering the pool area whether swimming or not are considered guests and must be included.

## Guest List

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

