



Encore Pool Party Reservation Packet

Thank you for choosing Encore Pool for your special event! We look forward to helping make your celebration enjoyable and memorable for you and your guests. Please review this packet before submitting your reservation request.

**Fee: \$300, Deposit: \$100,
Max Guests: 20, Party Length: 3 Hours
Reserve: 2 Weeks in Advance**

Party Reservation Information

Reserving Your Party

- Party reservations are available exclusively to Encore Pool Members and must be requested at least two (2) weeks before the event.
- Reservations are subject to availability, staffing requirements, and approval by the Encore Pool Manager. No more than two parties may be scheduled on the same day.
- Your reservation is not confirmed until you receive approval from the Encore Pool Manager. Please allow up to one week for reservation approval.
- Parties may only be scheduled during hours when both a Gate Attendant and Lifeguard are on duty.

Fees & Payment Information

Party Fee \$300 (Non-Refundable)

Includes:

- Up to 20 guests
- One of our designated reserved party areas
 - Northeast Pool Deck (Parking Lot Side)
 - Shallow-End Patio (Under the Awning)
 - Deep-End
- Three picnic tables
- One charcoal barbecue (upon request) Gas barbecues are not permitted.

All party attendees who are not Encore Pool Members are considered guests, regardless of whether they are swimming. Every non-member entering the pool facility counts toward the maximum guest limit.

Cleaning Deposit

\$100 (Refundable)

- Due when submitting your reservation request. Separate payment is required and a check on hold is preferred.
- Refunds are issued after the Pool Manager reviews the completed Party Clean-Up Evaluation Form and determines that all party requirements have been met.

Additional Fees

Additional Lifeguard If required by pool management: \$35 per hour

Parties that exceed the reserved three-hour period will be charged \$100 per additional hour over your \$300 party fee.

To Reserve Your Party

Submit the following to the Encore Pool Manager at poolmanager@wghoaencorepool.com:

- Completed Party Reservation Packet (Party Reservation & Clean Up Evaluation Forms)
- \$300 Party Fee (Non-Refundable) & \$100 Cleaning Deposit (Refundable)

A finalized Party Guest List must be provided to the Gate Attendant when you check in on the day of your event.

Payment Methods

- Accepted forms of payment: Check, Cash, Venmo and Zelle
- Checks Payable to: Willow Glen Homeowners Association Payments must be made by the Encore Pool Member.
- Venmo WillowGlen-HOA Please include the party date in the memo.
- Zelle bookkeeper@wghoaencorepool.com
- Please submit the Party Fee and Cleaning Deposit as separate payments.

Day of Your Event

- Check in with the Gate Attendant upon arrival.
- The Encore Pool Member hosting the party must remain on-site for the duration of the event.
- The Encore Pool Member hosting the party must be at Encore Pool prior to guest arrival.
- Only guests listed on the approved Party Guest List will be admitted.
- Guests may not be admitted before 12:00 p.m., unless approved by the Encore Pool Manager.
- Parties are limited to 20 guests.
- Party reservations are limited to three (3) hours.

Party Rules

The Encore Pool Member is responsible for the conduct and safety of all guests and must remain at the party for the entire reservation.

The host is responsible for:

- Ensuring guests comply with all Encore Pool Rules.
- Check in with the Gate Attendant before guests arrive.
- Supervising guest behavior throughout the event.
- Glass containers of any kind—including bottles, jars, bowls, dishes, and glass beverage containers—are prohibited anywhere inside the pool facility, including inside coolers, bags, and picnic baskets.

All Encore Pool Rules remain in effect during every party.

Guest Reminders

Please remind your guests that:

- Proper swimwear is required. Undergarments, gym shorts, and other non-swim attire are not permitted in the pool.
- Hair longer than shoulder length must be tied back while swimming.
- Swimmers are encouraged to shower before entering the pool.
- Climbing or sitting on the lifeguard stand is prohibited.
- Smoking and vaping are prohibited anywhere on Encore Pool property, including outside the pool fence and in the parking lot.

After Your Party

Before leaving:

- Ensure all non-member guests leave at the conclusion of the reserved party time.
- Remove all decorations and personal belongings.
- Dispose of all trash in the proper receptacles.
- Wipe down all tables.
- Clean the barbecue, if used.
- Return all tables and chairs to their original locations.
- Request that the Gate Attendant complete the Party Clean-Up Evaluation Form.

Your \$100 cleaning deposit will be refunded within seven (7) business days after the Encore Pool Manager reviews the completed evaluation form and confirms that all Party Rules were followed and the reserved area was properly cleaned. If the Party Rules were not followed or the required cleanup was not completed, Encore Pool (WGHOA) will retain the \$100 cleaning deposit.

Entertainment Restrictions

Outside entertainment is not permitted, including but not limited to: bounce houses, inflatable attractions, clowns, magicians, animal entertainers, DJs, bands, Live performers, etc.

Music must be kept at a respectful volume and limited to approximately a six-foot listening area. Portable speakers are discouraged.

Contact Information

If you have any questions, please contact the Encore Pool Manager

poolmanager@wghoaencorepool.com

Pool Manager 408-444-0041

Pool Phone 408-226-6445



Encore Pool Party Request Form

Please return Completed Party Reservation Packet (Encore Pool Party Request Form, Clean Up Evaluation Forms, Guest List and Fees 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)*

☐ Northeast Pool Deck (Parking Lot Side) ☐ Shallow-End Patio (Under the Awning) ☐ Deep-End

Reason for Party: _____

Total Number of Guests: _____ *(Maximum 20 guests)*

Pool Member Information

Member's Full Name: _____

Member's Address: _____

Daytime Phone #: _____ Evening Phone #: _____

Email Address: _____

Party Set-Up Requests

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

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: _____

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: _____

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 _____

Important:

To receive your refundable \$100 cleaning deposit, this form must be completed by the Gate Attendant on duty after your party. Once the form has been submitted, the Encore Pool Manager will review the event to determine whether the party was conducted in accordance with all pool rules and whether the area was properly cleaned. If both requirements are met, your \$100 cleaning deposit will be refunded. If the party was not conducted in accordance with the Party Rules, or if the required cleanup was not completed, Encore Pool (WGHOA) will retain the \$100 cleaning deposit.

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:

Attendant: _____

Lifeguard: _____

Did the Encore Pool Member receive their \$100 deposit back? ☐ Yes ☐ No

If no, why?

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 party attendees who are not Encore Pool Members are considered guests, regardless of whether they are swimming.
- Every non-member entering the pool facility counts toward the maximum guest limit.

Guest List

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