

Member Party/Event Request Form

IN ORDER TO RESERVE YOUR DESIRED DATE, you must complete and submit the back of this form, which includes member contact information, date of event, and approximate people in party.

PRIOR TO THE USE OF FACILITIES, we require the following:

1. A complete list of all guests in the group so that we can properly register each guest at the office as they enter, Also, for safety reasons, we need to know who is on the premises, members and guests alike.
2. All payment must be paid before the start of the party. *All checks should be made out to "Gloucester City Swim Club". Please note that there is no fee for members of the club attending the party.

All applications must be approved by the board/and or manager. It is your responsibility to confirm your date and time.

IMPORTANT NOTES:

- No parties are scheduled during any "open house" events; one party at a time.
- There is NO GLASS allowed in the swim club at any time.
- ABSOLUTELY NO ALCOHOL ALLOWED IN THE CLUB.
- Manager on duty has the authority to remove anyone from the club who does not abide by the rules of the Club. NO REFUNDS.
- The front desk is not allowed to provide any refunds/checks. This must be handled by the President and/or Treasurer.
- NO DJ during club hours.
- **3 hour time limit on picnic tables and multipurpose room** (please make sure to clean up after yourselves).
- Guests may stay after the party ends, but **guests must leave when the party host leaves** (belongings must be moved to host spot, clearing tables for next event).

PARTY HOST:

- Agrees that guests must include one (1) adult chaperone for every five (5) minors in attendance.
- Acknowledges responsibility for all persons attending the event and is liable for any damages incurred by those attending the event.
- Acknowledges that the GCSC is a facility for the use of its members and guests. Party host agrees to respect the simultaneous use of the pool and its grounds by GCSC members.

GCSC agrees to provide the following to the Party Host:

- Use of the GCSC pool and grounds for the date and time requested.
- Lifeguards during the time of the party to adequately cover the pool and number of guests.
- Band tests will be administered by a manager as outlined in the rules.

I have read the enclosed rules and I agree to the terms outlined above:

Signature

Date

****Please note: Date is not reserved until this form is turned in.**

Event Details

Member Name:	
Type of Event:	
Contact Email:	
Contact Phone:	
Date of Event:	
Number of Guests:	

Please circle the appropriate fee:	Up to 25 Guests \$150	26-50 Guests \$250	Over 50 Guests Ask Board
Please circle requested time slot:	12-3 PM		4-7 PM
Do you want to reserve the multipurpose room?	Yes		No
Do you want to reserve picnic tables?	Yes		No
How many? (No more than 4)			

GUEST LIST

Members	Non Member (s) / Age

Board Member Initial: _____ Date Rec'd: _____ Host Initial: _____

GUEST LIST (Continued)

Board Member Initial: _____ Date Rec'd: _____ Host Initial: _____