

Carolina Pool Management

POOL PARTY REQUEST FORM

POOL: _____	For Office Use Only Confirmed by _____ Date Confirmed _____
DATE OF PARTY: _____	
START & FINISH TIME OF PARTY: _____ SPONSOR PHONE #: _____ <small>(Please include AM or PM)</small>	
SPONSOR NAME: _____	
SPONSOR EMAIL: _____	
SPONSOR ADDRESS: _____ _____	
NUMBER OF PEOPLE ATTENDING PARTY: _____	AGE GROUP OF PEOPLE ATTENDING PARTY: _____
WILL ALCOHOL BE ALLOWED? <input type="checkbox"/> YES <input type="checkbox"/> NO (<u>PLEASE CHECK ONE</u>)	

Party Guidelines

Anyone having a pool party must adhere to the following guidelines:

- Pool Parties must be scheduled a minimum of **14 days in advance**.
- NO pool parties will be scheduled during holiday weekends and July 4th.**
- NO after hours pool parties will be permitted.**
- Party cancelation or cancelation due to inclement weather: Parties canceled at least 24 hours ahead of time, please email CPMpoolparties@gmail.com. **If you are canceling due to inclement weather the day of the party, please alert the on-duty pool staff at least two hours prior to party start time.** Failure to follow the cancellation policy will result in a non-refund.
- To schedule your party, please email a scanned copy of the Pool Party Request to CPMpoolparties@gmail.com, as well as mailing a hard copy along with a check to the Carolina Pool Management office at 9333 Forsyth Park Dr, Suite J, Charlotte NC 28273. The payment must be received at least two weeks prior for the party to be confirmed on the schedule.
- A pool party is not confirmed until you receive a phone call or email from Denise Carlton.
- The charge for each lifeguard is \$40.00 per hour.
- Party sponsor is responsible for helping clean up after the party. If additional clean-up time is required, party sponsor is responsible for paying for the additional clean-up time.
- Children's Parties (Age 12 and under): Party host will be provided a **"Pool Party Orientation"** sheet. Please review this sheet PRIOR to your party.



Staffing guidelines required for a pool party:

<u>Number of People</u>	<u>Number of Lifeguards</u>
1 to 25 people *	1 lifeguard
26 to 50 people	2 lifeguards
51 to 100 people	3 lifeguards
101 + people	4 or more lifeguards

“Number of People” guideline is based on TOTAL PARTY ATTENDEES, NOT estimated swimmers.”

The total number of attendees **includes anybody who will be inside pool gates** as lifeguards are responsible for safety of every patron, both in the water and on the pool deck.

In addition, parties involving **alcohol, teenagers or college-aged people** will require one additional lifeguard. For all events, the rate is \$40/hr. per guard.

Ex. You have 40 people attending the event from 6pm-8pm. You would need two guards for 2 hours. Each guard is \$40 per hour so your total for the event will be \$160 plus \$25 administration fee.

Special Circumstances Requiring Additional Staffing/ Costs:

- ❑ **Homeowners Associations that require a security guard** for parties having alcohol are not required to have an additional lifeguard, but the party sponsor is required to hire the security guard through the Homeowners Association. **Please note: some Homeowners Associations do not allow alcohol.**
- ❑ For a party involving children, teenagers, or college-aged people, party sponsor must have **one adult chaperone for every 10 people.**

Steps to Determine Pool Party Cost:

Number of Party Hours	_____		
Number of Lifeguards	_____		
Number of hours multiplied by the number of guards	_____	X \$40 =	_____
\$25.00 Administration fee (required for all parties)		+ <u>25.00</u>	
Total Due		=	_____
Check Number (checks are to be made out to Carolina Pool Management): _____			
Date:	_____		
Received by:	_____		

Member Signature _____ **Date** _____
For insurance and liability reasons there can be NO exceptions to the above policies.

Approved by Club Representative: _____ **Date:** _____