



Greenwyche Club, Inc.

Private Party Policies and Information

(Event during Pool Operating Hours)

The club facilities are available to members for parties and special events. The following policies have been adopted to endure safety and fairness.

- Private parties must be scheduled through the Pavilion Rental Coordinator, Christina Bridges. Please text her at 706-338-2574 to schedule. Party dates will be filled on a first-come, first served basis. The master calendar shall be kept by the Coordinator and serve as official record for scheduling purposes. A copy will be available at the pool for reference. All parties must be hosted by a member in good standing of Greenwyche Club. This member must be present at all times during the party and assumes all financial liability for damages and if necessary, clean-up charges.
- The rental fee (\$25/hr) shall be paid at the time of booking to reserve the party slot. The remaining balance (guest fee + additional lifeguard charge, if needed) shall be collected after the party. The preferred method of payment is Venmo (@Greenwyche-Gators), checks will also be accepted. Appropriate fees shall be charged to ensure the costs of private parties are borne by the member and not by the club. The Club Manager shall decide what staff shall be required based on the number of estimated party guests, age of guests, etc. All non-member guests are required to sign in on the designated pool party clipboard, to be used to calculate guest fees.
- Alcoholic beverages are prohibited at all times at Greenwyche. Smoking is not allowed on the pool deck.
- All paper products, etc., must be provided by the host.
- For parties given for young people, it is expected that adequate chaperoning will be provided by the host(s). Congregating in the parking lot is not allowed; please encourage guests to remain on the pool deck for the duration of the party.
- Guests are defined as people attending the party who are not current members of Greenwyche Pool. If young children are the guests, a non-swimming parent may accompany the guest at no-charge as long as the adult is not planning to swim. Swimming parents should be included in your party guest fees.
- Please plan time to gather your belongings prior to the pool closing. If additional clean-up time is necessary, the extra charges will be passed along to the member.

Invitation information: Pool Address is 1200 Toney Drive.

Please let us know how we can make your party as enjoyable as possible. For more information, please contact Christina or if on site, the Greenwyche Manager.

Host Member Name: _____ Phone: _____

Party Date: _____ Alt. Date: _____ Time: _____

Estimated Number of Guests: _____ Age of Guests: _____

Deposit (\$50 paid at time of booking) paid on: _____ Payment Method: _____

Remaining Fees: # of non-member guests ___ X \$5 each = _____

Additional rental fee (if over 2 hours) _____ hrs X \$25 / hour = _____

Lifeguards (if extra needed) _____ X \$15/hour x _____ hours = _____

\$ _____ **TOTAL DUE**

Payment Received Date: _____ Method of Pay: _____ Received by: _____

Party Noted on Master Calendar: _____ Special Requests by Host: _____