



# 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 ensure safety and fairness.

- Private parties must be scheduled by filling out this form and emailing it to [Greenwychepavilion@gmail.com](mailto:Greenwychepavilion@gmail.com). Party dates will be filled on a first-come, first-served basis. All parties must be hosted by a member in good standing of the Greenwyche Club. This member must be present at all times during the party and assume 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 presented by the member and not by the club. The Pool 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.
- One (1) additional lifeguard is needed for every 20 swimmers that attend the party. (Minimum of 2 hours)

*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 [greenwychepavilion@gmail.com](mailto:greenwychepavilion@gmail.com) or on-site Greenwyche pool assistant Manager.

Host Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Party Date: \_\_\_\_\_ Alt. Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Estimated Number of Guests: \_\_\_\_\_ Age of Guests: \_\_\_\_\_

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

<b>Remaining Fees:</b>	# of non-member guests _____	x \$5 each = _____
Additional Rental Fee	(if over 2 hours) _____ hrs.	x \$25/hr. = _____
Lifeguards (if extra needed)	_____ x \$15/hr. x _____	Hours = _____
(1 lifeguard per 20 swimmers)		\$ _____ <b>TOTAL DUE</b>

Payment Received Date: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Received by: \_\_\_\_\_  
 Noted on Calendar: \_\_\_\_\_ Special Requests by Host: \_\_\_\_\_