

## CCRA Party Application and Agreement

Date and time of party: \_\_\_\_\_

CCRA member sponsor: \_\_\_\_\_

Primary Attendees

(circle one):      Adults      Teenagers      Pre-teens      Young children

Number of attendees: \_\_\_\_\_

(Includes adult chaperones for child/pre-teen/teen parties)

**Important! For all parties other than adults, minimum of one adult per ten children/teens required for supervision--list names of adult chaperones on back or on separate sheet of paper.**

The CCRA can be a wonderful place for a party, and members may wish to include it in their plans. However, because some parties have caused problems in the past, the Board of Directors has instituted rules to protect the facilities and our members' enjoyment. Please submit this party application to the CCRA business office at least one week before your party date.

1. CCRA facilities must be left clean and undamaged! The party sponsor must post a security deposit, and at the end of the party the pool manager on duty will note any damage, or failure to clean up, on the check-out form. The party sponsor agrees to be responsible for all damage and expenses of cleanup, even if exceeding the security deposit.

2. For parties before opening time or after closing time, the party sponsor must pay the lifeguards. For large parties (19 or more attendees), a staff of three lifeguards will cost \$90 per hour. All parties will be limited to one pool, and may have smaller number of staff depending on age and which pool is used; you will be notified of fee. Lifeguard fees must be paid to CCRA in advance; if inclement weather closes the pool, CCRA will refund unused amounts. Note: lifeguards coming early or staying late for your party may nevertheless appreciate gratuities!

3. Early parties may start as early as 9 a.m., and must end no later than half-hour before opening time. If guests have not left on time, the security deposit will be billed guest fees for all attendees. Late parties may start at closing time, and must end by 11:30 p.m.

4. Party fees. For parties during normal pool hours, the member should pay guest fees, using CCRA guest fee cards, for all non-members. Maximum attendees: 18 including member.

For parties before opening time or after closing time, the CCRA party fee is \$5 per child attendee and \$8 per adult attendee, including members, must be paid with this application, including the guest list. If the number of guests increases, the pool manager on duty will note the additional number on the check-out form, and the fee can be paid in arrears; NO REFUNDS FOR NO-SHOWS. Exception to party fees: for child/pre-teen/teen parties before or after normal hours, adult chaperones will not be charged up to the number required by contract rules.

In case of inclement weather: if the party is cancelled before it starts, party fees will be refunded. Once the party starts, no fees will be refunded. The decision of the lifeguards or pool manager on duty as to whether to close the pool is final.

5. For parties before opening time or after closing time, outside food is permitted IN THE CAFÉ PATIO AREA ONLY or at the picnic tables outside the fence. Members are encouraged to work with the café operator. Party guests must clean up totally, in cafe area and elsewhere, to avoid charges on security deposit for extra time by lifeguards to clean up.

6. Large parties (more than 18 guests, including any chaperones) will be permitted only before opening time or after closing time, and only one at a time. Maximum number of attendees, not including designated chaperones of one per 10 guests, is 50. If number of chaperones is above the requested one per 10 guests, than they must be included as guests for fees and maximum count of 50.

7. Security deposit of \$50 for 1st 20 persons, plus an additional \$50 for each additional 10 persons or fraction (maximum of \$200 for up to 50) is due with this application. The pool manager on duty will initial the check-out form, and party host will submit form to CCRA to obtain refund.



CCRA PARTY CHECK-OUT FORM

This form must be returned to CCRA after party for refund of security deposit.

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To be completed by CCRA at time of reservation:

Name of party sponsor: \_\_\_\_\_

Date of party: \_\_\_\_\_

Start time: \_\_\_\_\_ Stop time: \_\_\_\_\_

Lifeguard hourly rate / total fees paid: \$ \_\_\_\_\_ / \$ \_\_\_\_\_

Party fee paid for this number of guests: \_\_\_\_\_

Number of adult chaperones: \_\_\_\_\_

Primary Attendees: Adults Teenagers Pre-teens Young children

CCRA initials: \_\_\_\_\_

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To be completed by pool manager on duty at party:

Attendees (circle one): Adults Teenagers Pre-teens Young children

Actual number of guests: \_\_\_\_\_ Actual party stop time: \_\_\_\_\_

Number of adult chaperones: \_\_\_\_\_

Everyone out on time? Yes! / No -- comments \_\_\_\_\_

Cleanup ok? Yes! / No -- comments \_\_\_\_\_

\_\_\_\_\_

Other comments (supervision ok? damage?): \_\_\_\_\_

\_\_\_\_\_

Manager's initials: \_\_\_\_\_ Date/time \_\_\_\_\_