

MHC Private Party Application Rules, Procedures and Fees 2018

Party Rules

1. Sponsor must be a Mansion House Club member in good standing.
2. Sponsor may have exclusive use of the covered pavilion adjacent to the pool clubhouse during the approved party timeframe. Sponsor may not have exclusive use of any other inside or outside facilities.
3. Sponsor is responsible for their guests and will be held financially responsible for any damage caused by said guests during the party.
4. Party is to be held during regular operating hours between 11am and 9pm.
5. At least one additional lifeguard will be provided by the pool management company through MHC for the duration of the party, if needed. The wages for such lifeguard will be paid out of the lifeguard fee outlined below.

Party Fees (for non-member guests)

- \$5 per guest (or 1 guest pass). This fee is waived if guests are members of MHC.
- * 10 or more guests is considered a party and the sponsor is required to pay fees in accordance with the fee schedule below.

Fees (for ALL parties)

- Facilities fee : **\$75** to be paid to “Mansion House Club” via check at the time application is submitted or through the pool payment website link. If paying online, there will be a \$5 credit card processing fee automatically added. This is a one-time flat fee charged per party.
- Additional lifeguard fee: If more than one lifeguard/chaperone is required due to the number of guests of the party, an additional \$25 per hour per lifeguard will be charged. The assignment of additional lifeguards for a private party shall be at the discretion of the pool management company. The MHC Private Party Coordinator will notify the sponsor at the time of application if more than one lifeguard must be assigned for the party based on guest total.

Procedures

1. Sponsor **must** email MHC Private Party Coordinator (PPC) to confirm availability of desired date prior to submitting application. PPC must pre-approve the requested date confirming that the party date/time does not conflict with a swim/dive meet or other scheduled activity at the pool. Once date is approved, sponsor must complete and sign the application and submit it to the front desk “Party Inbox” with check payment or proof of **online** payment.
2. Application is retained by the MHC PPC.
4. Sponsor is responsible for accurately recording guest information/hours of party on day of.
5. Sponsor must make final payment for guests fees (or submit guest passes) on the day of the party. Please turn in guest sign-in sheet to front desk “Party Inbox”. Final payment shall be made by check to Mansion House Club, Inc. No cash or credit cards will be accepted.

MHC Private Party Application 2018

Party Information (TO BE COMPLETED BY SPONSOR)

Sponsor Name: _____ MHC Member #: _____

Sponsor Signature: _____ Date of application: _____

Date of Party: _____ Estimated no. of guests: _____

Beginning Time of Party: _____ Ending Time of Party: _____

Estimated no. of guests: _____

Request for exclusive use of covered pavilion: YES _____ or NO _____

(TO BE COMPLETED ON DAY OF THE PARTY)

Party Fees:

- A. Facility Fee: _____ \$75
- B. Additional Lifeguards (if required) _____ x \$25= _____
- C. Non-member guests total: _____
Non-member guests with guests passes: _____
(no additional monetary charge)
- D. Non-member guests without guest passes _____ x \$5= _____

TOTAL (A+B+D): _____

Sponsor's signature: _____ Date: _____

Actual # of guests: _____ (Turn in guest sign-in sheet to "Party Inbox")

Post-Party Checklist:

- Party paperwork completed; payment received _____
- Grills turned off and cleaned; patio swept _____
- Kitchen clean; leftover food removed _____
- Trash related to party is put into dumpster _____
- Chairs and tables returned _____
- Decorations and tape removed _____
- Remaining balance paid _____