



Seven Hills Swim & Tennis Club Facility Rental Agreement

The SHS&TC is available for rental for pool parties and private events. A Seven Hills member must sponsor such events. An adult member of the host family must be present for the duration of the event and be responsible for all guests. **The Pool or Facility Manager must confirm the date and time of each event in writing before an event is finalized. All events must be scheduled a minimum of 2 weeks prior to event date.** The fees and information listed in this contract are subject to change without notice.

NOTE: Regardless of the type of party or event, only plastic/paper cups, plates, dishes and utensils may be used. **Glass and other breakable items are strictly prohibited.**

Three types of rental options are available.

I. Pool Parties During Regular Operation of the Pool (2 hour maximum):

- The host may request use of the canopied patio for the party, while leaving at least two tables available for SHS&TC members and guests.
- Guest fee will be charged for all non-member party guests, regardless of whether they choose to swim and regardless of the length of their stay. (Exception: non-swimming parents accompanying children age 12 and under.)
- To avoid overcrowding, swim parties occurring during regular pool operating hours are limited to 30 people, including all adults and all children, swimmers and non-swimmers. These parties are only available at certain times each day. See Event Contract for details.
- For safety purposes, all guests are required to sign the Party Guest Register upon arrival at the pool.
- Hosts may bring in food/drink/cake from outside vendors. Refrigeration will not be available.

Fees:

- 10 Guests or Less (including members) - **\$25 Party Fee** due with signed contract; the host will also pay a guest fee of \$3 per non-member guest.
- 11-30 Guests (including members) - **\$50 Party Fee** due with signed contract; the host will also pay a guest fee of \$3 per non-member guest.
- For more than 30 guests, please see option 3 for an after hours event

Clean-up:

- It shall be the responsibility of the party host to clean up the trash from the party. Plates, cups, cans, flatware and party decorations, etc. shall be put in proper trash receptacles. The SHS&TC staff shall empty trash cans as necessary during the party.
- The Pool Manager may assess a \$50 clean-up fee if the party hosts fails to meet the cleaning requirements listed above.
- All guests must clear the eating area by the end of the party time in order to allow the SHS&TC staff to clean the area.

Cancellation: There shall be no penalty to cancel a party due to inclement weather that is scheduled during regular pool hours. Hosts should be aware that the pool closes when there is lightning or thunder in the area, and sometimes during heavy rain. Party guests already present when inclement weather strikes may choose to move inside the Clubhouse. Please note clubhouse will also be used by SHS&TC members.

II. Clubhouse Rental (no swimming):

The clubhouse is available for private rental either after hours or during the off-season. Private rental is **not** available while the pool is open.

Fees: The host shall pay a facility rental fee as follows:

2 hour event	\$200
3 hour event	\$300
4 hour event	\$400

Payments: The facility rental fee must be paid seven (7) days prior to the event in order to guarantee party time.

Deposit: A \$150 deposit must be paid to SHS&TC at the time of the signed contract for all private events. The money will be held as assurance against any damages to the facility, or failure of the party host to meet all cleaning requirements within the allotted time. The deposit will be returned via mail within seven business days of the event if the Pool or Facility Manager on duty at the time of the party determines that no damage has occurred and that the host has met all cleaning requirements within the allotted time.

Clean up: The host will have 30 minutes for set-up prior to the start of the event and 30 minutes following the event to clean up. *It is the responsibility of the host to remove all decorations, furniture and any other items brought in for the party upon conclusion of the event.* If party cleanup exceeds one hour, including all guests vacating premises, staffing charges will apply.

Safety: Lifeguards will **not** be present for non-swimming events. *The party will end abruptly if anyone enters the pool.* The client/party host is responsible for the conduct of all guests.

III. Private Swim Parties Outside Regular Pool Operating Hours:

In addition to the facility rental fees/requirements listed in Section II, the host must pay \$35 per hour for the Pool Manager on duty during the party and \$20 per hour per lifeguard needed, with a minimum of two lifeguards present. If additional staff is needed, the number of lifeguards required will be determined by the Pool Manager, and is based on one lifeguard for every 20 guests expected to attend. The SHS&TC staff shall be paid for hours worked beginning at the time the pool ceases regular operation and extending 30 minutes beyond the pre-determined conclusion of the event. **The host must be prepared to pay the staff at the beginning of the party.** If the staff is needed longer than expected for clean-up or any other reason, the host must be prepared to pay the staff for the extra time.

Private swim parties occurring before or after the scheduled pool season (Off Season Parties) shall follow the above guidelines. However, the staff will be paid an additional hour prior to the start of the event and one hour after the conclusion of the event for preparation and cleanup.

Cancellations:

No penalty shall be assessed for cancellation of **swim** parties due to inclement weather, although hosts are encouraged to reschedule the event. The host will forfeit the deposit if an event utilizing the Clubhouse is cancelled for any other reason within 7 days of the scheduled event.



SHS&TC Event Contract

Member Host Responsible for Function: _____

Phone #: _____ Email Address: _____

Name of Adult supervising if not listed above: _____

Day and Date of Event: _____ (all dates subject to manager approval).

During Hours Parties:

Mon - Thurs - 2:00-4:00

Friday - 2:00- 4:00; 5:00 - 7:00 (Excluding special events/ Pot Lucks)

Saturday - 10:00 -12:00 or 4:00 - 6:00

Sunday - 1:00 - 3:00; 4:00- 6:00

Starting Time: _____ Ending Time: _____

Description of the Event: _____

Maximum # of Attendees Expected: _____ Age range: _____

Pool Party during Regular Hours:

Location of Event (circle one): Baby Pool Pavilion or Bocce Ball Pavilion or Ping Pong Pavilion

Picnic Tables (2) reserved: YES or NO

Party Fee: \$25 or \$50 Guest Fee: \$3 x _____ guests = \$ _____

\$50 Clean-up Penalty assessed? Yes/No

Private Events:

Facility Rental Fee: _____ Staffing Fees: _____

\$150 Damage Deposit required? Yes / No *Note: Host will be responsible for any damage to club up to full replacement value.*

Date cancelled: _____ **Reason:** _____ **Fee:** \$ _____

I, _____, agree to host the event described above in accordance with the terms set forth in this contract and in compliance with all regular rules of conduct at Seven Hills Swim & Tennis Club. I agree to pay the agreed upon amounts to the Club and to the staff at the times outlined in this contract.

(Host signature)

(Date)

(Accepted by SHS&TC)

(Date)