

# How to Have a Party at Forest Park 2018

Forest Park is an affordable and convenient place for members and their friends to have a party. Making a reservation is easy!

1. Contact Aleina Wendling to see if the date is available. [fppoolparty@gmail.com](mailto:fppoolparty@gmail.com)
2. Complete the reservation form and pay the \$40 deposit to the Party folder in the filing cabinet.
3. Invite your guests to swim, BBQ and hang out at the Pool!
4. On the day of the party, a packet with a non-member sign-in sheet and waivers will be left for you in the party folder. Return the sign-in sheet and waivers with your payment to the Wendling Folder. (Note: All fees are due on the day of the party).

Every party reservation is required to pay \$40 deposit. This will save the date for your party. The \$40 fee will be applied to the final cost of your party. There is a charge of \$3.00 per person for non-members attending (swimming or not). Every guest attending the party must sign a Liability Waiver Form. The member hosting the party is responsible for paying all the fees and submitting the Waivers on the day of the party.

Depending on how many people you are expecting at your party, additional lifeguards will be hired. If there are more than 10 children or 20 people attending the party, an additional lifeguard will be hired to ensure the safety of all who are there to enjoy the pool. Each additional Lifeguard hired will cost you \$15 an hour.

Members are responsible to clean up after the party and dispose of all garbage and food prior to leaving. There are garbage cans, liners, cleaning supplies and a large garbage container by the back gate for your convenience and use.

Have a great summer at the POOL!

## **Member Responsibilities and Guidelines re: Guests vs. Parties**

Members of Forest Park are encouraged to invite family and friends to come enjoy the pool with them during the season.

Members must be present with guests while they are visiting the pool.

Guest cards are available at the Gatekeeper desk and can be purchased for \$20 per card. Each card has 10 guest pass credits.

If you are planning a gathering of **10** or more people, or want to reserve a space to host a party, contact Aleina Wendling ([fppoolparty@gmail.com](mailto:fppoolparty@gmail.com)) in advance to check for availability.

When reserving a party date you will be asked for the party reservation form and a reservation fee of \$40. The \$40 will be deducted from the total for your party. Each non-member is charged \$3.00 per person to use the pool facility. The \$40 deposit will be applied to the final cost of your party.

Depending on the size of your party, additional lifeguards may need to be hired. Generally, if there are more than 10 children or 20 people attending the party, an additional lifeguard will be hired to ensure the safety of all who are there to enjoy the pool. Lifeguard fees are paid by the member hosting the party. The cost for each additional Lifeguard is \$15.00 per guard per hour.

If you have any questions or concerns, please contact one of the Board Members listed below to assist you.

Aleina Wendling      [fppoolparty@gmail.com](mailto:fppoolparty@gmail.com)

# Party Request Form

**Today's Date:**

**Date of Party:**

**Name** \_\_\_\_\_

**Time of party:** \_\_\_\_\_

**Number of People:** \_\_\_\_\_

**Number of children and their age range:** \_\_\_\_\_

**Front tables (2 rows, four tables total)** \_\_\_\_\_

**Back Lanai:** \_\_\_\_\_

**Contact phone number or email address:** \_\_\_\_\_

Please return this form to the Wendling folder or email your request to [fppoolparty@gmail.com](mailto:fppoolparty@gmail.com). Once received, I will notify you if your requested date is available. Dates are first come first serve.

**Thank you**