

LFC Party Reservation Form

Groups of 10 or more are asked to schedule a party reservation with the manager on duty so we can designate a space for your party and have your contact info in case of bad weather. Parties are scheduled on a first-come, first-served basis. If there is a club-sponsored social event already on the calendar, that event will take priority for location and equipment.

Host Member Name: _____ **Phone #** _____

Party Date: _____ **Time:** _____

Rain Date (optional): _____

What are you celebrating? _____

What area of the grounds would you like to use?

____ Grassy area behind the snack bar (near the grill and ping pong)

____ Grassy area behind the baby pool (near the playground)

____ Grove area near the front entrance

Will you be using the grill? ____ yes ____ no

About how many picnic tables will you use? ____

Do you have any other equipment requests or special set-up instructions?

Please estimate the number of people in your party:

____ Member Swimmers (no guest passes needed)

____ Nonmember Swimmers (must use guest passes)

____ **Total in attendance**

Parties larger than 50 people are subject to LFC board approval. Requests for large parties should be made at least three weeks in advance. To ensure the safety of all swimmers, the club may need to charge an additional fee to cover extra lifeguards (\$15 per hour, per lifeguard). This fee will apply if more than 20 nonmember guests will attend, and the total fee will vary depending on the total number of nonmember guests, the ages of the guests attending, and the length of the event. Refunds will be granted if cancellation notice is provided within 48 hours of the party, or if there is inclement weather on the day of the event.

I understand the LFC Party Policies, and I understand that I am responsible for making sure all members of our party are aware of the club rules.

Host Member Signature

(For Office Use) This party has been confirmed with the host member and is recorded in the office calendar.

manager initials date