



North St. John's Swim and Tennis Club Party Contract

All parties of **15** or more people need authorization and scheduling by the pool manager. Those parties that have **30** or more people will require board approval. Parties may be scheduled during or outside normal pool operating hours depending on: size, impact on peak membership hours, previously scheduled events and final decisions made by pool management and the NSJ Board of Directors.

If the party is to be held outside normal operating hours, or it is determined that additional staff is needed during normal pool hours, the price per hour per lifeguard will be \$19.95 in addition to any applicable NSJ guest fees. Minimum staffing levels require one manager/pool operator plus one lifeguard for every 35 attendees and the staffing level can never be less than 3 per event (manager not inclusive).

A completely filled out contract must be received by the pool manager **10 calendar days** before the date of the party for processing and staffing purposes. Party host also agrees to be responsible for proper gate control during the event and all checks are to be made payable to North Saint John's Swim and Tennis Club, Inc. and handed to the pool manager **5 calendar days** prior to the party date. All checks need to be accompanied by a complete guest list. All party attendees including members must be checked in at the front gate.

Date of Party: _____ **Hours of party:** _____

Host member name: _____ **Type of party (child, teen, adult):** _____

Host member cell number: _____ **# of Attendees Members:** ____ **Guests:** ____

- It is expressly agreed that the employees of Continental Pools, Inc. (CPI) have been hired to perform life guarding services only on the above party date and time frame. It is further agreed that the party host shall be solely responsible for security, maintenance, supervision, operation, clean up, and use of the pool facility during the scope of this agreement and that CPI shall not be held responsible. Furthermore, the employees of CPI are paid directly by their employer and shall not receive any compensation from the party host for any services rendered.
- The pool and snack bar does not supply utensils and supplies unless food is purchased.
- The area used for the party should be cleaned up and left in the same or better condition upon completion of the party.
- Cancellations by host with less than 24 hours notice from party start time will receive no refund.
- Cancellations by host with more than 24 hours notice from party start time will receive a full refund. Cancellations by NSJ or CPI for weather or other safety reasons will receive a full refund if the party can not be conveniently re-scheduled.
- **Large parties must submit a \$100 refundable clean-up deposit. Pool grounds must be left in the same or better condition or deposit may be forfeited. This deposit may also be used to cover cost of additional staffing if number of guests exceeds originally expected ratio.**

Party host signature: _____ **Date:** _____

Office use only:

\$100 Refundable Clean-up Deposit = _____

of additional lifeguards/managers needed: _____ **x # of hours:** _____ **x (\$19.95)** = _____

of non-members (guests) x applicable guest fee _____ **Total due by check** = _____

Pool Manager **Date**

NSJ Rep. (Signature denotes payment processed) **Date**