**Cottontail Swim & Racquet Club**

7000 Cottontail Court, Springfield, VA 22153

Phone: 703-455-POOL Email: Socials@CottontailPool.com

**2019 Private Event Agreement**

Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Purpose:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check One:\_\_\_\_\_\_\_Bonded Member \_\_\_\_\_\_\_Associate Member

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (home):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(cell):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3-hour Block)

Total Number of Attendees (swimmers and non-swimmers):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Private Event-Bonded Member | $75.00 - up to 50 Guests | $ |
| Private Event-Associate Member | $100.00 - up to 50 Guests | $ |
| Private Use of the Game Deck | $25.00 | $ |
| Premium Party Package (includes private use)  \*included: set-up, celebration banner, decorations, photo backdrop, paper products and cleanup | $125.00 | $ |
| Grill Fee (includes propane for grill) | $10.00 | $ |
| Personal Party Theme Extras (please ask)  \*Examples include balloon display, special themes or color | $ TBD |  |

Total $\_\_\_\_\_\_\_\_\_

**Member Responsibilities:**

1. Private events must be scheduled at least five (5) days prior to the requested event date to ensure sufficient coordination can be completed.

2. Private are for a three (3) hour block within normal pool operating hours on the event date requested.

3. A deposit of $50.00 is due when submitting the Private Event Agreement form. The full deposit amount will be applied to the Total Reservation Fee. The deposit is non-refundable unless the reservation is cancelled by emailing the Socials Director no less than three (3) days prior to the event.

4. The reservation is not confirmed until the **Private Event Agreement** and deposit have been received AND approved by the Social Director. It is the member’s responsibility to follow up on the request. **Lifeguards cannot approve private events.**

5. This reservation allows the member use of the area under the blue canopy and 4 picnic tables only. Private use of the Game Deck is an additional fee of $25.00. Otherwise, the Game Deck will remain open to all club members and guests.

6. Attendance/Guest List must be completed and turned in at the guard desk no less than 24 hours prior to the event.

7. The pool remains open during the event and the event shall not encroach on other members visiting the pool.

8. NO glass is allowed anywhere inside the pool gates.

9. Clean-up must be completed by the scheduled end time. If your event is in the evening, you and your guests must be out the facility by the scheduled closing time. If the cleanup extends past the scheduled pool closing time, a $50 fee will be added to the Total Reservation Fee.

10. All attendees, swimming and non-swimming, are counted in the **guest total** and must enter through the main entrance and sign in on the sign-in sheet at the guard desk upon entry into the facility.

11. Guest passes may not be used for private events.

12. In the event of inclement weather/pool closure, you may request to reschedule your event, time permitting OR you may request a full refund. If rain occurs during any part of your event AND the pool remains open, every effort will be made to relocate your function to under the large pavilion. In the later case, no refund shall be given.

**I have read, understand and agree to the terms above. I will ensure that my guests and I follow the Member Responsibilities above and all other Rules and Regulations of Cottontail Swim & Racquet Club during this event.**

Member Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: Socials Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Information:

**2019 Private Event Sign-In**

**Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINTED NAME GUEST SIGN-IN**

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