

# Cottontail Swim & Racquet Club

7000 Cottontail Court, Springfield, VA 22153  
Phone: 703-455-POOL Email: [Socials@CottontailPool.com](mailto:Socials@CottontailPool.com)

## 2022 Private Event Agreement

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

Check One: \_\_\_\_\_ Bonded Member \_\_\_\_\_ Associate Member

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ (3-hour Block)

Event Purpose: \_\_\_\_\_ (birthday, graduation, etc.)

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

Private Event-Bonded Member	\$75 - up to 50 Guests	\$
Private Event-Associate Member	\$100 - up to 50 Guests	\$
Private Use of the Game Deck	\$25	\$
Premium Party Add-On Includes: set-up, celebration banner, decorations, photo backdrop, paper products and cleanup	\$125	\$
Grill Fee (includes propane for grill)	\$15	\$
16' Movie Screen: equipment, set up and take down.	\$75	\$
Reserving tennis/pickle ball courts for private use. (3 hours)	\$75	\$

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

### Member Responsibilities:

1. Private events must be scheduled at least five (5) days prior to the requested event date.
2. Private events are for a three (3) hour block within normal pool operating hours on the event date requested. **Extended party hours, or after hour events will be considered upon request, with additional fees to cover costs of guards.**
3. A non-refundable deposit of \$50 is due when submitting the Private Event Agreement form. The deposit will be applied to the total fee.
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 canopies on the game deck and 4 picnic tables only. Private use of the Game Deck is an additional fee of \$25. Otherwise, the Game Deck will remain open to all club members and guests during your event.
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 of 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, to pay for guards.
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.
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 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 latter 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.**

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Socials Director: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Information:

# 2022 Private Event Sign-In

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

PRINTED NAME	GUEST SIGN-IN
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