

# Party Request Form

Huron Valley Swim Club



**Any group of 12 or more persons (members & guests) is considered a party, even if there is more than one sponsor.**

Party request forms should be submitted to the pool office and are subject to manager's approval.

**\*\*Request forms MUST be submitted at least 10 days in advance\*\***

## Party Considerations

- There is a 30 person limit for any party (including members & guests)
- No class or non-HVSC team parties are allowed at club
- There will be no parties on Sundays, holidays or other blacked out dates at the end of the season or for club wide events
- The pavilion cannot be reserved, all space is first-come, first served
- All parties must end at least 30 minutes before close

## Member Information

Name	Cell Phone #
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## Party Information

Date of Party	Start Time	End Time
Number of Adults Attending	Number of Children Attending	General Age of the Children
Areas of the club that you will be using: (pools, tennis, picnic area, trampolines)		

## Day of the Party

Plan to meet your guests under the gazebo near the check in station. The guests are not allowed to use the club, until the sponsor has signed them in. Once everyone has arrived, a HVSC staff member will greet the party and briefly review the club rules.

## Check In

Please obtain a party check in form from the front desk. Be sure to include both members and guests. There is a \$5 guest fee for any non-member attending the party—guest passes are valid payment for party guests—even if they are not using the pool.

## Decorations

Please be kind to the environment when planning your decorations. Please be nice to the trees and don't nail or tack anything to them. Do not use nails or staples in the pavilion. When the party is over please clean up any decorations. If you need additional trash bags, please ask at the front desk.

*Office Use Only*

Approved:  Yes  No

Manager's Signature

Date