



Pool Party

PLEASE PRINT Fill out this request form and return it to the reservations department **at least two weeks** prior to the date you are requesting for your event. If the date you are requesting is not available, we will notify you as soon as possible so we can discuss other options for you. Once your reservation has been accepted, you will receive your confirmation by email, phone or in the mail. If you do not hear from us within two weeks or you have any questions, please call Dena Blake, our Reservations Coordinator at (336) 996-7388 or email her at denab@fccministries.com

Type of Event: _____ Event Date Requesting: _____ / _____ / _____

Event times are from: 12-2 / 1-3 / 2-4 and held on Saturday (call or email for available dates)

We will ALWAYS book the earliest available time slot first, check your confirmation for your time.

Name of Event Leader: _____ Home # _____ - _____ - _____ Cell # _____ - _____ - _____

Email: **(PLEASE PRINT CLEARLY)** _____

Complete Mailing Address: _____

Estimated number of guests attending: _____ Estimated numbers of swimmers in the pool: _____

9 yrs and up you are allowed up to 25 people in the pool per lifeguard. More than 25 guests in the pool requires an extra lifeguard and an additional \$25 fee.

8 yrs and under you are allowed up to 15 swimmers in the pool with 2 lifeguards. More than 25 guests in the pool will require an extra lifeguard for an additional \$25 fee.

*Event Leader Signature: _____ Date: _____ / _____ / _____

***Your signature indicates you have read the terms and rules of our facility and you agree to abide by them.**

Basic Pool Party Information

All pool parties are two hours in duration. The FIRST hour is for the swimming portion of the party and the SECOND hour is for the celebration portion in your room. **(You do have access to your room the full two hours)** Your party package includes ONE lifeguard for up to 25 swimmers(9 yrs and up) and TWO lifeguards for up to 15 swimmers(8 yrs and under). If there will be more swimmers for this party, additional lifeguards will be needed (A TWO WEEK NOTICE REQUIRED) and an additional \$25.00 will be added to your fee.

All females MUST wear a one piece bathing suit or a dark colored t-shirt over their two piece suit.

You are allowed 30 minutes before your event to decorate. You are responsible for providing all your party needs such as decorations, table clothes, plates, napkins, etc.. **SORRY... HELIUM BALLOONS ARE PROHIBITED.**

You may bring food, cake and drinks into the party room. If something needs to stay cold you will need to bring a cooler with ice. You are allowed 30 minutes to clean up after your party and we ask you to be prompt as the room may be reserved for another event. **BEFORE** your event, please check in at the "Front Desk" and our staff will take you to the party room where together you will complete a "walk through", making sure the room is clean and ready for your celebration. Our staff will place a cleaning cart outside the room with everything you will need to get the room back to the condition you received it. Tables and chairs should be wiped down and left free of food and trash then arranged back to their original floor plan(see diagram posted next to the light switch on wall). The floors will be swept and mopped and all the trash will be bagged, tied shut and placed in the outside dumpster. When you are finished and the room is ready, please inform the Front Desk attendant so they can complete a final walk through with you. This must be done before we can return your CLEANING DEPOSIT back to you. **If you leave the facility without "checking out" with us or the room is not left in the condition you received it, your deposit will not be returned.**

Pool Party Rental Fee's:

Rate:
 \$175.00/ 8yrs and under -1 hour pool time with 2 lifeguards and no more than 15 swimmers in the pool.
 \$150.00 / 9yrs and up -1 hour pool time with 1 lifeguard and no more than 25 swimmers in the pool.
 \$50.00 / REFUNDABLE cleaning deposit (Refundable after the event and completing a walk through with our staff)

Additional Options

\$50.00 for an additional one hour of swim time and 1 lifeguard
 \$25.00 for an additional lifeguard for parties with more than 25 swimmers (2 week notice required)

The reservation request will not be processed until payment for the room and cleaning deposit has been received.
Pease leave two (2) separate checks for payment.

Total Fee: \$ _____

Paid by: Cash _____ (staff initials) Check # _____

Rental Fee Notes: _____

Charges & Payment Information:

Rental Rate: \$ _____

Add Ons: \$ _____ **Description For Add On:** _____

Total Rental Fee: \$ _____

Cleaning Deposit Fee Paid: \$ _____ (To be returned after a final walk through is competed with our staff)

Paid By: Check # _____ Cash _____ Other _____

Visa / MC _____ - _____ - _____

Expiration Date: ____ - ____ Security Code: _____

Name As It Appears On Card: _____

Your Confirmation Details Are As Follows:

Your Event Date Is: _____

Your Event Location Is In: _____

Actual Event Time Is From: _____

Your Swim Time Is From: _____

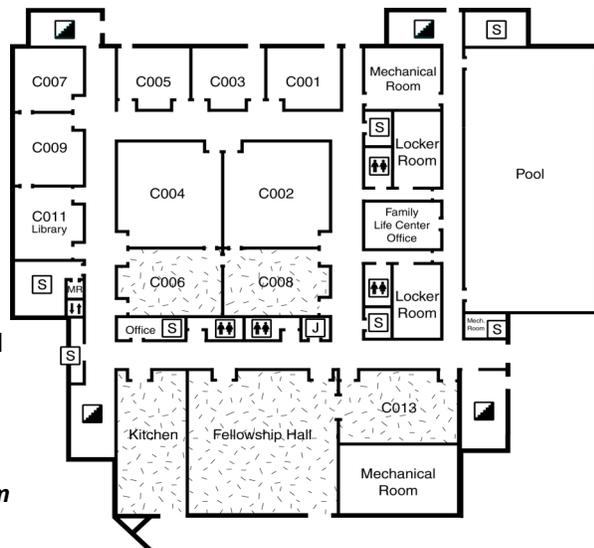
You have _____ lifeguards so NO MORE THAN _____ allowed in the pool

Your Set Up Time Is: _____

Your Clean Up Time Is From: _____

Please be prompt with clean up as there may be another party booked for the room

Approved By: _____ **On:** ____ / ____ / ____



Building C - Lower Level