



MEMBER SPONSORED PARTIES-REQUEST FORM

THANK YOU FOR CONSIDERING THE MEADOWS POOL TO BE THE VENUE FOR YOUR EVENT!

Member's Name: _____ Phone: _____

E-mail: _____

Party Name (for check- in purposes): _____

Party Date (1st Choice) _____ (2nd Choice) _____

Set-Up Time: _____ End Time: _____

*Parties that extend past normal hours must be board approved

Please Circle: Catered Delivery Grilling Other: _____

Please Circle Complimentary Reservation Request: Volleyball Basketball Bags Grill #Tables _____

Ice Request (\$3 per large bag applies at the time of booking): # bags _____

Tent Rental (\$25 deposit at time of booking or request will be denied) Square: Y/N Rectangle: Y/N

Location 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Total Guest Count (Estimate) _____ **Payment by member or guests?** (circle one)

Number of Member Adults 18+: _____ Non-Member adult 18+ _____

Number of Member under 18: _____ Non-Member under 18: _____

Special Request: _____

PLEASE READ CAREFULLY:

Please check the online calendar at <http://www.themeadowsswimclub.com/> for availability. Completing this form does not confirm a reservation. The Party Chairperson will contact you to confirm your date and reservation. Once approved a 50% deposit is required to hold your reservation for parties of 50+. For all parties, final payment and guest list are due prior to the party starting. Payment may be made in cash or check made payable to "The Meadows Swim Club". During the pool season, payment can be dropped off at the pool or mailed to MTSC, PO Box 404, Lisle, IL 60532. Members sponsoring parties must be present. **See 2nd page for Party Rules.**

MEMBER SIGNATURE: _____ DATE: _____

For Office Use Only:

Total party cost \$ _____ 50% Deposit Received: Y/N Misc Charges: _____ Cash or Check # _____

Guest List Received: Y/N Party Added to Online Calendar: Y/N Party Added to Calendar in Office: Y/N

Final Payment (Balance) Received: Y/N Board Member Initials: _____

GENERAL PARTY RULES-APPLIES TO ALL PARTIES DEFINED BELOW

The Meadows is a wonderful venue for birthday parties, graduation parties, family reunions, baseball, softball, soccer parties and more. Party dates may be requested anytime the pool is open with the exceptions of a pool sponsored event or swim team event. The number of parties allowed during any one day is left to the discretion of the board. All parties must be reserved with the PARTY CHAIRPERSON and a "party reservation form" filled out. At the time of booking, the pool manager or PARTY CHAIRPERSON will collect the party request form and note the member who is hosting the party. Parties may be denied entry if no party form is received. For 50+ parties a deposit of 50% is required to reserve your date and must be received 5 business days prior to the party. For all parties, final payment and guest list is due the day of the party prior to the party starting unless other arrangements have been made. Payment arrangements for sports team parties where guests will pay upon entry will be by special request only. Large parties exceeding 50 guests will be assigned to the upper courtyard (hilltop area). **The board must approve parties exceeding 50 people and private parties.**

MEMBER SPONSORED PARTIES - 20-50 NON- MEMBERS

Member sponsored parties are defined as a party that does not exceed 50 non-members. The member sponsoring the party must be present. The cost of the party is \$7 per associate guest and \$5 per bond member guest. There is an additional fee of \$25 for the use of a tent (**reservation must be indicated on the party form and deposit paid or the request may be denied the day of the party**). There are no additional costs for members attending the party.

MEMBER SPONSORED PARTIES EXCEEDING 50 NON-MEMBERS

Due to the quantity of guests, additional guards are required for safety. A party with minimal swimmers may be reduced one guard. The table below is the flat rate cost based on non-member count.

<u>GUEST COUNT</u>	<u>GUEST FEE</u>	<u>EXTRA GUARD</u>	<u>GUARD FEE</u>	<u>TOTAL</u>
50-70	\$300	1	\$50	\$350
71-99	\$425	2	\$100	\$525
100-125	\$550	2	\$100	\$650
126-150	\$675	3	\$150	\$825
151+	TBD	3+	TBD	Quote

There is a clean-up fee of \$25 (deposit required)

MEMBER SPONSORED PRIVATE PARTIES – PARTIES OUTSIDE OF NORMAL OPERATING HOURS

Private parties must be board approved and are defined as any party held outside normal operating hours where the facility will be open solely to guests of the party. There are no additional costs for members attending the party.

PRIVATE PARTY FEES:

ATTENDEES	COST
Bond Member guest	\$5
Associate Member guest	\$7
Private party fee	\$250
Guards per hour	\$100
Clean-up fee	\$25

****PRIVATE PARTIES AND PARTIES EXCEEDING 50 NON-MEMBERS MUST HAVE BOARD APPROVAL**

