

HUNTINGTON HILLS SWIM AND RACQUET CLUB

Private Pool Party Request Form

Please complete this form and return it, along with your deposit, to the Club Manager at least one week before your event.

How to Book Your Party

1. Choose your event date and a rain date (parties may not be held on a Wednesday or Friday).
2. Select a pool time slot: 2–4 PM, 3–5 PM, or 4–6 PM.
3. Complete this Request Form in full and sign the agreement at the end.
4. Submit the completed form with your \$120.00 deposit to the Club Manager at least one week before the event.
5. Arrange for each guest, or the parent of each minor guest, to complete a separate Waiver of Liability. Waivers may be distributed by the host ahead of time or signed by each family at check-in.
6. Return all signed waivers to the Club Manager at least 5 days before the event so non-member guests can be cleared for entry.
7. Pre-arrange all food and catering through Maria (the Club's approved caterer). An outside cake is permitted.
8. Pay the remaining balance (non-member guest fees, any extra lifeguard charges) on the day of the event.

Party Rules & Regulations

Scheduling

- Parties cannot take place on a Wednesday or Friday.
- Swim time in the kiddie and main pools is limited to 1.5 hours.
- Picnic/grounds celebrations may proceed before or after the scheduled swim window as arranged with the manager.

Supervision & Safety

- One additional lifeguard is required for every private event.
- Maximum of 8 swimmers at a time per lifeguard; additional swimmers require an additional lifeguard at an added fee.
- All guests are subject to Club rules and safety regulations, including a swim check.
- Parents of children under 6 years old must remain on the grounds for the duration of the event.

Entry & Identification

- All adult guests must present a valid photo ID at check-in.
- Non-member guests may not enter without a signed waiver on file.
- Signed waivers must be submitted to the Club Manager at least 5 days before the event.

Food & Pool Deck

- All food must be pre-arranged and catered through Maria.
- Hosts may bring in a cake from an outside vendor.
- No eating or snacking is permitted on the pool decks.

Fees, Deposits & Cancellation

- A \$120.00 deposit (which includes the lifeguard fee) is due no later than one week before the event.
- Non-member guests are charged \$4.00 per guest, including non-swimming parents.
- Any remaining balance is due on the day of the event.
- Cancellations are eligible for a full refund up to 4 days prior to the event.
- Checks should be made payable to: Huntington Hills Swim and Racquet Club.

Item	Amount	Notes
Deposit	\$120.00	Due at least 1 week prior to event; includes lifeguard fee
Additional Lifeguard (included)	\$100.00	Covered within the \$120 deposit
Non-Member Guest Fee	\$4.00 / guest	Each non-member child or non-swimming adult
Balance Due	Remainder owed	Due on the day of the event

Note: The Waiver of Liability is a separate document. Each guest, or the parent/guardian of each minor guest, must sign one. Waivers may be provided to guests by the host ahead of time or completed on-site at check-in, but all waivers must be received by the Club Manager at least 5 days before the event.

Party Request Form

Event Details

Date of Event: _____

Time Slot (circle one): 2–4 / 3–5 / 4–6

Rain Date: _____

Type of Celebration: _____

☐ Birthday

☐ Graduation

☐ Family Event

☐ Other

If Other, please specify: _____

The Party Is For (name/occasion): _____

Age Group of Guests: _____

Host Information

Host Parent Name: _____

Home Address: _____

Cell Number: _____

Home Number: _____

Email Address: _____

Attendance

of Swimming Guests: _____

Under 4 Years Old: _____

Tables Needed: _____

Lifeguards

One additional lifeguard is required and is included in the \$120.00 deposit. Maximum of 8 swimmers at a time per lifeguard (additional swimmers require an extra lifeguard at an added fee.)

Host Agreement

I have read and understand the Huntington Hills Swim and Racquet Club rules for private events, as outlined above. I agree to abide by these rules and regulations as governed by the Board of Trustees and the Club. I understand that each of my guests, or the parent/guardian of each minor guest, will sign a separate Waiver of Liability, which will be submitted to the Club Manager at least 5 days before the event in order for each non-member to be granted entry.

I understand that the \$120.00 deposit (inclusive of the lifeguard fee) is due at least one week prior to the event, that non-member guests are charged \$4.00 each, and that any remaining balance is due on the day of the event. I understand that cancellations made up to 4 days prior to the event are eligible for a full refund.

Print Name: _____

Signature: _____

Date: _____

Please return this completed form with your deposit at least one week before your event.

Board of Trustees, Huntington Hills Swim and Racquet Club