

# Cottontail Swim and Racquet Club

7000 Cottontail Court Springfield, VA 22153

Phone: 703-455-7665 (pool) Email: [Socials@cottontailpool.com](mailto:Socials@cottontailpool.com)

## 2018 Private Function Agreement

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

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

Address: \_\_\_\_\_

Phone: (Home): \_\_\_\_\_ (Cell) \_\_\_\_\_ Email address: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

(3-hour Block)

Number of Attendees: \_\_\_\_\_ Additional hour(s): \_\_\_\_\_ (\$25 per Hour/\$35 per hour, see below)

Private Function – Bonded Member	\$65.00 - Up to 25 Guests - \$95.00 - 26 to 50 Guests (Max)	\$
Private Function – Associate Member	\$85.00 - Up to 25 Guests - \$115.00 - 26 to 50 Guests (Max)	\$
Grill Fee (includes propane for grill)	\$7.50 Bonded - \$10.00 Associate	\$
Each additional hour(s) (Event cannot extend past scheduled closing time)	\$25.00 Bonded - \$35.00 Associate	\$
Weekend Fee	\$35.00 Bonded - \$45.00 Associate	\$
	Total Fee	\$
	less 50 Deposit	\$
	Balance Due	\$

Additional information: \_\_\_\_\_

### Member Responsibilities

1. The reservation is not confirmed until the form and deposit have been received by the Socials Director and the requestor is notified via phone or email that the request is approved. It is the member's responsibility to follow up on the request if not notified their event is approved prior to the event date and time. ***Lifeguards cannot approve private events.***
2. Private events must be scheduled at least five (5) days prior to the requested event date to ensure sufficient coordination can be completed.
3. A deposit of \$50 is due when submitting the Private Function Agreement form. The full deposit amount will be applied to the Total Reservation Fee. The Deposit is nonrefundable unless the reservation is cancelled by emailing: [Socials@cottontailpool.com](mailto:Socials@cottontailpool.com) at least three (3) days prior to the event date.
4. The Reservation allows the member use of the area under the white canopy and 3 picnic tables only. Other pool guests may not be requested to vacate any space other than that described above.
5. The sign in sheet must be completed and turned in at the guard desk 24 hours prior to the event.
6. Functions are for a three (3) hour block within normal pool operating hours on the event date requested. Additional hours are charged at the rates listed previously, but may not go past normal operations hours for that day.
7. The Pool remains open during the event and the event should not encroach on other members visiting the pool.
8. No glass is allowed anywhere on the pool deck.
9. Clean-up must begin thirty (30) minutes prior to the scheduled end time. If your event is in the evening, you and your guests must be out of the facility by scheduled closing time. If the clean-up extends past the scheduled pool closing time, a \$50 fee will be added to the Total Reservation Fee.
10. All guests, swimming or 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 upon entry into the facility.
11. Guest passes may not be used for Private functions.

**I have read, understand and agree I will ensure that my guests and I follow the Member responsibilities above and all other rules and Regulations of Cottontail Swim and Racquet Club during this event.**

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

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

Private Function Sign in Sheet

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Guest Name	Guest Name	Guest Name	Guest Name	Guest Name