

POOL PARTIES

If you would like to reserve a pool pavilion /cabana you MUST complete the Pool Party/Pavilion Request form and submit it, with payment, to the clubhouse lock box at least 10 days before your event. If you will have more than 12 guests (this includes all adults and children), you will also be responsible for lifeguard fees.

If you have fewer than 12 total guests, you do not necessarily have to fill out a reservation form; however, it is strongly encouraged. During regular pool hours, unless reserved, the pavilion/cabanas are on a first come first served basis, so if you do not reserve one for your specific time, one may not be available.

Upstate Pool Management provides two lifeguards during the peak swim season, and these guards are for Planter's Row residents only. If you are planning a pool party with more than 12 guests (total, not just swimmers), or alcohol will be served (regardless of the number of guests) you are required to have at least 1 additional lifeguard, based on the table below.

If you are planning a pool party with more than twelve guests or planning a party before or after regular operating hours, a lifeguard *is* required. Lifeguard coverage is considered to be one guard per twenty-five swimmers at a cost of \$20 per hour (minimum 2 hours), plus a \$10 cleanup fee (minimum of \$50 per event). Parties held before or after normal pool hours require a completed "Pool Party- Pavilion Request Form".

The following scale will be used to determine the number of lifeguards required for an event

# of Party Guests	# of Party Lifeguards
12 (or alcohol)	1
26	2
51*	3
70*	Company discretion

* Parties of more than 50 people must be scheduled after hours on weekends.

- Note:
 1. Parties with fewer than 12 guests may not require additional lifeguards.
 2. One additional lifeguard may be required for any teenage party, college age party. One lifeguard is required for any party involving alcohol.
 3. Customer agrees to provide one (1) adult chaperone for every ten (10) people at a teenage or college age party.
 4. Events must be booked at least **10 business days** prior to the event in order to be adequately scheduled with lifeguards. Events booked less than 5 business days in advance will be charged a "rush" fee of \$50 to offset the cost related to last minute scheduling. This "rush" fee is payable to Upstate Pool Management and is non-negotiable.
 5. Upstate Pool Management will not provide lifeguards past 12:00 am (midnight).
 6. In the event that the pool party extends beyond the original scheduled time, the customer agrees to pay additional charges to cover the lifeguard(s) pay. In addition, customer may be charged an additional \$25.00 clean up fee if the pool and surrounding facilities are left in poor condition.
 7. Check payment must be received with the paperwork or the event will not be scheduled.
 8. Lifeguards will call "Safety Break" during the party at the normally scheduled time set forth in the pool rules.
 9. The \$10 reservation fee is payable on all pool and/or pavilion reservations. Forms and payment may be deposited in the clubhouse dropbox.
 10. Cancellations must be made, in writing, at least 24 hours in advance of the date of the party. If cancellations are not received within the appropriate time frame, the homeowner will be liable for any lifeguard fees.

PAVILION RESERVATION

The two covered pavilions provide shade for our residents and guests but will also be available for parties during the pool season. The current guideline for arranging a pool party is still applicable with the following amendments that pertain to the use of the pavilions:

1. A minimum of eight (8) participants is required to reserve a pavilion. If your event will have 12 or more participants, please refer to the pool party requirements. A pool party/pavilion reservation form is required anytime you intend to use the pavilion.
2. Pavilions may be reserved during the week with fair and appropriate start and end dates. On Saturday and Sunday, pavilion reservations between 10:00 AM and 6:00 PM are limited to a maximum of three (3) hours.
3. Reservations for pavilions can be made by contacting Carol Broadus, facility committee chair (facilities@plantersrow.net) or by leaving a completed pool party/pavilion request form in the dropbox at the front of the clubhouse. Reservations will be made on a first come first serve basis only. First check the calendar on www.plantersrow.net or check with Carol by email to determine if the pool/pavilion is available for your event. On the day of your event the guard will post your reservation on the appropriate pavilion. You can verify your reservation by checking the calendar on the Planter's Row website: www.plantersrow.net
4. Homeowners are limited to one reservation at a time for pavilions and can't have a pending event.
5. Homeowners can reserve the pavilions up to three (3) times per pool season during normal pool hours. There is no restriction to the number of reservations for after-hour parties.
6. Reservations cannot run consecutively. Only one (1) reservation is permitted per homeowner, per day.
7. The \$10 reservation fee is payable on all pool and/or pavilion reservations. This fee must be paid by check, payable to "Planter's Row HOA", and submitted with the paperwork in the club house dropbox. Cash is not accepted.
8. Pavilion reservations will not be accepted on dates/times when a neighborhood social event is scheduled for the pool area.
9. **There shall be no entry to the clubhouse from the pool except for neighborhood social events. Clubhouse rentals and pool parties shall not be permitted to occur at the same time, or immediately after each other.**
10. Renter must be a homeowner/resident of Planter's Row, and homeowner/resident shall be present for the rental period.
11. Failure to follow the rules or lifeguard's direction may result in the immediate termination of the agreement. Lifeguard's decision is final.

**PLANTER'S ROW
POOL PARTY and/or PAVILION REQUEST FORM**

Carol Broadus will coordinate with Upstate Pool Management to confirm your desired pavilion reservation and/or lifeguard availability for your pool party. It is recommended that you obtain confirmations via email. Once confirmed, your reservation will be listed on the Planter's Row website calendar: www.planterrow.net

All parties held at the Planter's Row Pool must have adequate lifeguard staff in attendance. There will be a \$10 non-refundable fee for all Pool Parties and/or Pavilion Rentals. Payment of this \$10 should be made by check, payable to Planter's Row HOA and submitted with reservation request to the clubhouse drop box. Cash payments will not be accepted.

Name: _____

Address: _____

Telephone: Home: _____

Cell: _____ Work: _____

Email Address for Confirmation: _____

Date of Party: _____

Start and End Time of Party: _____

Reserve: Pavilion 1 (tennis court side) _____ Pavilion 2 (baby pool end) _____

of Guests (total, not just swimmers): (Adults) _____ (Children <12) _____ (Teens 13-18) _____

Note: A minimum of eight (8) guests are required for pavilion reservations.

Alcohol Being Served? (yes) _____ (no) _____

(at least 1 lifeguard is required if alcohol is being served, minimum charge \$50)

Other Helpful Information: _____

The following guideline will be used to assign the appropriate number of lifeguards to your party. "Number of People" guideline is based on **TOTAL PARTY ATTENDEES NOT** estimated "swimmers." Please note that one (1) additional lifeguard is required for any party involving teenagers, college-age people, or alcohol. Checks for the lifeguard(s) should be made to UPM and submitted with your rental request.

<u>Number of People</u>	<u>Number of Guards</u>	<u>Amount Due</u>
1-24	1	# Party Hours _____
25-59	2	
60-99	3	# Guards _____
100 +	4	

Guards x 30 min. Clean-Up at \$10 _____

(This is a MANDATORY FEE PER GUARD)

Total Hours _____

Hourly Rate x \$20.00 _____

** Please note that one additional guard is required for any party

Total Owed to UPM \$ _____

involving teenagers, college students, and/ or alcohol. No lifeguard

shall be provided by UPM beyond the hour of 1:00 am.

Check # _____

The hourly rate is \$20.00 per lifeguard hour.**

As host of the above party, I accept responsibility for lifeguard fees, any cleaning charges or property damage that occurs during or as a result of the event.

Signature: _____ Date _____

(To avoid additional cleaning fees, the homeowner should clean the area, place all trash in proper receptacle and return deck furniture to original location. Failure to do so will result in an additional \$25.00 cleaning fee.)