



Long Branch Swim and Racquet Club
9100 Burnetta Dr
Annandale, Virginia
(703) 323-4735

LBSRC Party Reservation Request Form

Contact Info:

Name: _____

EVENT DAY/DATE: _____

Phone: _____

Email: _____

Reservation for (circle one): Grassy Area / Pavillion

Description of Event (birthday party, soccer party, etc): _____

Time Requested: _____

Expected Number of Guests: _____

Special Notes/Requests: _____

Reminders:

1. You are responsible for set up and clean up of the grassy area and pool area used. Please make certain that all trash and personal items are picked up prior to departing.
2. You are responsible for the additional guard coverage if required by the number of guests attending the event. The fee is \$10/hour per additional guard required.
3. Additional guards are required if your party is more than 30 guests.
4. We will have a sign in sheet at the guard desk for guests. Non-member fee is \$5/person. We recommend buying the guest passes at 10 Guest Passes for \$30.
5. Your event fees are payable to LBSRC.
6. Grill usage is an additional \$15.

TO BE COMPLETED BY THE LBSRC BOARD MEMBER:

Request received on: _____

Added to the Pool Events Calendar on: _____

Added by: _____

Notes: _____

TO BE COMPLETED BY THE LIFEGUARDS

Number of guests arrived _____ at \$5/person (non-member) for a total of: _____ + # Guest Passes: _____

Grill Required? No/Yes (Fee: \$15) Grill Fee: _____

Additional Guards Required: No/Yes (Fee: \$10/hr) Guards Fee: _____

TOTAL COST FOR PARTY: _____

Amount Paid _____ Paid on _____ Cash/Check # _____

Paid By _____ Payment Received By Pool Staff _____

If you have any questions, please contact Varda Amir-Orrrel @ Contact@longbranchpool.com