

2021 WGPRA POOL PARTY EVENT FORM

Thank you for booking your event with Windsor Great Park Recreation Association!

Pool Party Rules

- Reservations must be made at least 1 week in advance
- Guest total includes swimmers and non-swimmers
- No glass is allowed
- Access to refrigerator (staff administered) and grill (rentee administered) included

During Pool Hour Event Rules

- Minimum of 2 hours booking (we do not book ½ hours)
- Two parties may be accommodated
- Alcohol is not permitted
- A refundable security deposit of 50% of total rental fee is due at the time of booking. If the reserved party area has been cleaned and left the way it was found before the start of the event (ex. trash is picked up and tables are clean), the security deposit will be refunded at the conclusion of the event.
- Full rental fee is due at the beginning of the event

After Hours Pool Event Rules

- All after hours parties are rented for 3 hours (7pm-10pm)
- A \$100 refundable security deposit is due at time of reservation. Deposit will be refunded at the conclusion of the event if the pool, pool deck and pool house are clean and left the way they were found before the start of the event. If trash has not been picked up, tables are left a mess, and/or there are damages to the property, the security deposit may be forfeited.
- Full party rental fee is due at the beginning of the event.
- After Pool Hours Cancellation Policy - security deposit will be refunded if the event is cancelled 7 days prior to the event. Deposit will be forfeited for any cancellations that are less than 7 days prior to the event.
- Alcohol is permitted, however, a Virginia ABC permit is required. The applicant must show proof of permit 3 days prior to the event and the permit must be displayed during the event. WGP Pool is not responsible for applying for or providing this permit. An additional \$50 deposit will be required and the event must be approved by WGPRA Board.
- All WGPRA Rules and Regulations to be followed for the safety of both parties (see attached rules and regulations)

RATES	Non member	Member	Additional hour	Deposit
During Pool Hours (Tues-Fri 12pm-7pm) (Max of 25 guests)	\$80/2 hrs	\$30/2 hrs	\$25/hr	50%
During Pool Hours (Weekend 11am-7pm) (Max of 25 guests)	\$100/2 hrs	\$40/2 hrs	\$30/hr	50%
After Hours Pool Rental (Tues-Sun 7pm-10pm) Non members up to 50 guests Members up to 100 guests	\$325/3 hrs	\$250/3 hrs	N/A	\$100 +\$50 for alcohol
Use of clubhouse (A/C included)	\$50/hr	\$30/hr		

Revised 6/22/21

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Fill out the form and drop it off in person or email wgpra1@gmail.com to schedule your event today!

EVENT APPLICATION

Event Info:

Member or Non Member		Event Contact Name	
Event Date		Event Contact Phone	
Event Time		Event Contact Email	
Duration of Event (hours)		Staff working event	
Guest (#)	Swimmers (#)	Lifeguards Needed (#)	
Alcohol?	Yes _____ No _____	Lifeguards working event	1.
Clubhouse needed	Yes _____ No _____		2.

Event Rate Member	Rate _____ x hours _____	=
Event Rate Non- Member	Rate _____ x hours _____	=
Community Room	Rate _____ x hours _____	=
	Total Event Cost	
	Deposit Required	
	Total Amount Due Conclusion of Event	=

INITIAL:

I agree to the alcohol policy stated above. Should I have alcoholic beverages on the premises with no permit, I understand that I will no longer be eligible to rent out the pool or any of its facilities in the future and the security deposit will be forfeited.

I have received a copy of the WGPRA, Inc. Rules and Regulations and I understand that all will apply during my event.

Signature Date

Staff Signature _____ Date _____

Deposit Received	Payment Form:		Staff Initials:
Final Payment Recv'd	Payment Form:		Staff Initials:
Damages: YES / NO	Deposit Returned: YES / NO	Payment Form:	Staff Initials: