

CHURCH RUN COMMUNITY RECREATION, INC.

3700 Church Run Parkway, Richmond, VA 23233

Poolside Phone: (804) 747-3802

Email: ChurchRunPool@gmail.com

AFTER HOURS PRIVATE PARTY FORM

Member Name _____	Membership Class	A	B
Address _____	Phone Number	_____	
Rental Date _____	Rental Time	_____	
In the case of inclement weather, would you like a Rain Date?	YES	NO	Potential Rain Date _____
Total # of Attendees _____	How many Members ?	_____	How many Non-Members ? _____
Are minors attending?	YES	NO	Will alcohol be served? YES NO

Rules:

1. The pool is available to Members for rent for private functions after hours. The pool may be rented for business use by associations, businesses, groups, etc., through a sponsoring Member.
2. All after hours events require at least a two-week notice to the Board.
3. After hours private functions may begin when the pool closes to its Members.
4. The pool is not available for private functions before opening.
5. The **non-refundable** rental fee is \$100.00 per evening, AND a **refundable** damage deposit of \$100.00 per evening are due when the rental agreement is received by CRCR, at time of reservation.
6. Certified lifeguards are required and must be arranged and paid for through the management company by the renter for all private after hours events. The following scale shall be used to determine lifeguards required for after hours events:

<i>Number of People Attending (including non-swimmers)</i>	<i>Number of Lifeguards Required</i>
1-25	1
26-50	2
51-75	3
Over 75	One additional for each 40 people.

8. Lifeguard fees are \$25.00 per hour, per guard, for events without alcohol. Lifeguard fees are \$30.00 per hour, per guard, for events with alcohol. The amount paid shall include one-half hour per guard after the last guest has left.

Calculation for total rental fee:

(A) Number of Party Hours	_____	+	½ Hour for Closing and Clean Up	.5	=	_____
(B) Number of Lifeguards	_____	X	Hourly Rate per Lifeguard (\$20 or \$30)	_____	=	_____
Total from (A)		_____	X	Total from (B)		_____
					=	_____
					=	\$100
					=	\$100
TOTAL RENTAL FEE DUE AT TIME OF RESERVATION					=	_____

- 9. Payment is the responsibility of the renter and is due when the agreement is received by the CRCR office at the time of reservation, or the pool may be rented to another Member.
- 10. The Member must provide a photocopy of the declarations page of their homeowners’ insurance policy. When the pool is being used by an association, business, group, etc., their agent must provide a general liability certificate of insurance.
- 11. The Member must provide one chaperone for each FIFTEEN (15) people at a function with teenage or college age attendees. Chaperones are expected to provide constant supervision and added support to the lifeguard staff during the party. **Based on _____ teenage or college attendees, the Member will provide _____ chaperones.**
- 12. In case of inclement weather, the function will be subject to normal pool rules and the Member is encouraged to indicate a Rain Date on this contract. All event dates and Rain Dates are subject to previously scheduled functions and are at the discretion of the CRCR Board and/or the management company. Please contact the pool facility directly with weather concerns the day of the scheduled function.
- 13. Availability is on a first-come, first-served basis, which will be determined by the receipt of the rental agreement, payment and necessary insurance documents.
- 14. **NO GLASS OF ANY KIND ALLOWED IN FACILITY.**

Agreement:

The undersigned Member hereby agrees and understands that he or she:

- 1. Is responsible for their own behavior as well as that of any chaperones, guests and hosts,
- 2. Will obey the lifeguard and all rules of the pool,
- 3. Will fully reimburse CRCR, Inc. for any damages that are caused by anybody at the function,
- 4. Will fully reimburse or indemnify CRCR, Inc. for any damages, legal actions, defense costs or judgments against CRCR, Inc. brought by anybody at the function, and
- 5. **Does not have a valid agreement until all forms have been received, payments have been made and the required insurance documents have been submitted to CRCR (where applicable).** Until a valid agreement, the pool could be rented to another Member.

Member Signature _____

Date _____

CRCR Representative Signature _____

Date _____

Please Make Checks Payable and Mail to:
Church Run Community Recreation
3901 Westerre Parkway, Suite 100
Richmond, VA 23233

<i>To be used by the Church Run Community Recreation office:</i>			
Signed Contract Received	Date	_____	
Booking Fee Received	Date	_____	Amount _____
Damage Deposit Received	Date	_____	Amount _____
Lifeguard Fee Received	Date	_____	Amount _____
Proof of Insurance Received	Date	_____	
Damage Deposit Refunded	Date	_____	Amount _____