

Pool Parties

2009 Pool Party Policies and Procedures

Under the provisions of the contract between SWP, Inc. and the Customer, SWP shall have the right of refusal to provide lifeguards for any function at the swimming pool. Unless otherwise specified by the Home Owner's Association, the following provisions shall apply.

1. All parties must be scheduled at least seven (7) business days in advance. We cannot guarantee parties booked with less than seven (7) business days notice.
2. There is a two(2) hour minimum for all parties. The number of patrons attending the party will include ALL patrons within the pool facility, swimmers and non-swimmers included. Parties are not allowed after midnight.
 - Parties during normal operating hours: For 1-15 guests, no additional lifeguards required; 16-40 guests, 1 additional lifeguard required, etc. (This is subject to community policies and procedures as well as resident attendance numbers)
 - Parties outside normal operating hours: 2 guards are required and will accommodate up to 50 guests; 1 additional lifeguard per 25 guests thereafter.
3. The hourly rate for the lifeguards is \$25.00 per hour per lifeguard.
4. All parties are subject to a \$30.00 (non-refundable) Sweetwater Pools administrative processing fee. (In some cases, communities may require additional damage deposits or administrative fees.)
5. The lifeguards will clear the pool (not the premises) fifteen (15) minutes prior to the end of the party and begin closing procedures. If additional time is needed for cleanup or extended party time, the overtime rate is \$30.00 per hour lifeguard, payable onsite, prior to the overtime. The Pool Party Coordinator must be notified at the time of request.
6. Inclement Weather Policy: In the event of inclement weather, full refunds will be made if the party is cancelled by calling the main Sweetwater Pools office or the Pool Party Coordinator at least two (2) hours in advance. Any parties cancelled within the two (2) hours of the scheduled starting time of the party will be charged a minimum of one (1) hour per guard. The administrative can be reapplied to a rescheduled party for a period up to 30 days.

7. Cancellation Policy: Any parties cancelled by the resident with a least 24 hours notice will be refunded the lifeguard fees only. The administrative fee is non-refundable but can be applied towards a rescheduled party within 30 days.
8. All monies are payable by check, money order, or credit card. No cash will be accepted. Payment is due five (5) business days prior to the party or the event will be cancelled. Payment can be made by credit card, mail or in person at the Sweetwater Pools office.
9. Bookings may not be confirmed until verification of residency, etc, is confirmed with the community representative or property manager. In that event, the date and time of the party will be "held" until confirmation is received, at which time the Pool Party Coordinator will re-confirm with the customer.
10. SP requires an additional \$60.00 cleaning fee for any parties scheduled before or after the regular swim season.
11. If the clubhouse is rented during normal operating pool hours and does not require a lifeguard, please notify the Pool Party Coordinator so that staff can be made aware of the event and Homeowners will not be using the pool.

If you have any further questions or concerns,
Please call the Pool Party Coordinator at 281-300-
6077 or email parties@sweetwaterpoolsinc.com

Holiday Festivities

Upon request, we will offer at our expense, various activities at your pool such as age group races, coin tosses, watermelon scramble, egg tosses, etc. Candy and prizes are offered to all participants.

Teen and Adult Nights

We will sponsor (our expense) the first teen and adult nights your community might wish to have. We will help coordinate the ones thereafter.

**2009 Sweetwater Pools, Inc.
Request for Private Function/Pool Parties**

Pool Name: _____ Party Date: _____ Day _____

Party Time: _____ am/pm to _____ am/pm # of People _____ Adults/Children/Both
 Before/During/After Normal Operating Hours (Circle One) (No parties allowed after 12:00 a.m.) Alcohol? Y/N (Parties allowing Alcohol
 require (1) additional lifeguard beyond normal ratio)

Type of Party _____ Clubhouse Rental Yes or No Time: _____

RESIDENTIAL INFORMATION:

Party Contact: _____ Hm Phone: _____
 Address: _____ Wk Phone: _____
 _____ Cell Phone: _____
 Email: _____ Fax # _____

- Minimum of seven (7) business days are required to reserve a party. Payment is due **five (5) business days** prior to the party or the event will be cancelled.
- **Party Rate:** \$25.00 per guard per hour. **Plus a \$30.00 (non-refundable) administrative processing fee.**
- 2 Hour pool party minimum for all parties.
- Parties *outside of normal operating hours*: 2 guard minimum requirement, regardless of number of patrons. This will accommodate up to 50 patrons; 1 guard per 25 patrons thereafter.
- Parties *during normal operating hours*: For 1-15 guests, no add'l lifeguards required; 16-40 guests, 1 add'l lifeguard required; 41-65 guests, 2 add'l lifeguards required **(Subject to individual pool facility policies)**
- The lifeguards will clear the pool 15 minutes before the party ends and will begin closing procedures.
- If additional time is needed at the time/day of party, the overtime rate is \$30.00 per hour per lifeguard. Pool Party Coordinator must be contacted by homeowner at the time of request.
- Inclement Weather Policy. Cancellation for guard hours is required 2 hours prior to event. If homeowner decides to start party and then cancel due to weather, payment is due for that hour for all guards present.
- **No cash accepted.** All monies are payable in full by check, money order, or credit card.

Pre/Post Season Parties:

There is an additional fee of \$60.00 for all parties held before and after regular swim season. This fee is for additional cleanings required to have pool in good order before and after the parties.

Resident Signature: _____ Date _____ SP Received _____

Sweetwater Office Use Only:

Approved by _____ Date _____
 Title (Prop Mgr/Liaison) _____

Total Party Hours _____ x # of Guards _____ x \$25.00 = \$ _____
 Administration Fee (\$30.00 for normal booking / \$60.00 for pre-season/postseason booking) + \$ _____
 Additional HOA fees if applicable \$ _____
Total Amount Due \$ _____

PAYMENT: Check # _____ Money Order# _____ Invoice HOA Y/N (attach copy)

Credit Card: VISA MC AMEX DISCOVER

Card # _____ Expiration Date _____
 Name As It Appears On Card _____

Receipt Sent Y / N Date _____ Entered into Dream Scheduler: Date _____ By _____

Staff Notified: Date _____ By _____