



**Newburgh Swim Club**

15915 Newburgh Road  
P.O. Box 531073  
Livonia, Michigan 48153  
734-464-2224

**Member Party Request Form**

**Members Name:** \_\_\_\_\_

**Membership #:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Number of People:** \_\_\_\_\_

\$50.00 Non-Refundable deposit for parties of 16 or more  Cash  
Cash or check payable to Newburgh Swim Club (**choose one**)  Check Number: \_\_\_\_\_

Guest fees for non-members are \$5 per person	Guest fees will be paid by ( <b>check one</b> ): <input type="checkbox"/> Member who booked the party <input type="checkbox"/> Individual guests will pay
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Type of Event: \_\_\_\_\_

Event starting time/ Ending Time: \_\_\_\_\_

***I have reviewed the party packet rules.***

Member Signature: \_\_\_\_\_

**Special Requests:** \_\_\_\_\_

**Tent Rental: 20'x40'-\$100.00** \_\_\_\_\_

<b>(Club Use Only)</b>	
_____ Request form completed	Date Received _____
_____ Party packet reviewed and signed by member	
_____ Deposit Received	Receipt # _____
_____ Guest list completed and submitted	
<b>Club manager signature</b> _____	
<b>President/Vice President signature</b> _____	

# Newburgh Swim Club

## *Member Party Guidelines*

- ▶ Parties of 16 or more people require advanced booking..
- ▶ The club can accommodate parties totaling 50 people. This could be comprised of one 50-member party, two 25-member parties, or any other combination of parties totaling 50 people. Larger parties are subject to approval by vote of the board of directors.
- ▶ All parties of 30 or more are required to use the back area of the grounds.
- ▶ Parties can use at most two picnic tables under the pavilion.
- ▶ A \$50.00 non-refundable booking fee is required to secure the party event date. If the pool or club is closed on the reserved date, the booking fee will be refunded. (Check to be made out to Newburgh Swim Club)
- ▶ Party signs are restricted to the immediate site of the party. No banners or signs are permitted at the entrance of the club.
- ▶ Members are required to provide a guest list on the form provided prior to the start of the party.
- ▶ If the member is paying guest fees, all guest fees must be paid prior to the start of the party. The final guest count will be confirmed with the manager on duty and any adjustment to the guest fee payment will be made at the conclusion of the party.
- ▶ Members are responsible for informing their guests of the sign-in procedures at the front desk.
- ▶ Members will be paged over the public address system to inform them of their guest's arrival. Members will be responsible for meeting their guests at the front desk and escorting them to the party site.
- ▶ Members are responsible for the communication and observance of all club rules and regulations by their guests. (See attachment)
- ▶ Special requests must be submitted in writing and approved by the club manager or assistant manager and the NSC board prior to the party.
- ▶ Party tents may be rented from the club for a nominal fee. Weather permitting.

## **Remember**

- ▶ NO GLASS CONTAINERS OF ANY KIND ARE ALLOWED ON THE PREMISES (jars, bottles, crock pots, serving dishes, etc.).
- ▶ CLUB REFRIGERATORS, FREEZERS AND SNACK BAR EQUIPMENT ARE FOR SNACK BAR USE ONLY.
- ▶ KEG BEER IS NOT ALLOWED ON THE PREMISES.
- ▶ NO FLOTATION DEVICES OR SWIMMING AIDS ARE ALLOWED IN THE MAIN POOL.
- ▶ CHILDREN MUST BE TOILET TRAINED TO USE THE MAIN POOL. NO DIAPERS OF ANY KIND IN THE MAIN POOL.
- ▶ CHILDREN WHO ARE NOT TOILET TRAINED MUST WEAR A DIAPER AND RUBBER PANTS OR SWIM DIAPER AT ALL TIMES IN THE CHILDREN'S POOL.
- ▶ DRIVING MOTORIZED VEHICLES ON THE GROUNDS IS PROHIBITED. ALL PARTY ITEMS MUST BE HAND CARRIED FROM THE PARKING LOT TO THE PARTY SITE.
- ▶ NO SMOKING OR VAPING ANYWHERE ON CLUB GROUNDS. THIS INCLUDES THE BATHROOM, CLUBHOUSE AND PARKING LOT.
- ▶ TWO (2) TABLES MAXIMUM UNDER THE PAVILION.
- ▶ COOLERS ARE SUBJECT TO INSPECTION BY THE STAFF.
- ▶ MOONWALKS, OTHER SPECIAL ATTRACTIONS OR EQUIPMENT MUST BE BOARD APPROVED PRIOR TO THE PARTY EVENT.

Newburgh Swim Club  
Party guest list

Member name and number \_\_\_\_\_ Event Date: \_\_\_\_\_

Guest fees will be paid by (check one): Member:       Guests:

<i>Staff Use</i>	Guest Name	<i>Staff Use</i>		
Checked In		# of People	Total Fee	Paid

*Please write legibly!*

