

MHC Private Party Application Rules 2019 Procedures and Fees

Party Rules

1. Sponsor must be a Mansion House Club member in good standing.
2. Sponsor may have exclusive use of the covered pavilion adjacent to the pool clubhouse during the approved party timeframe. Sponsor may not have exclusive use of any other inside or outside facilities.
3. Sponsor is responsible for their guests and will be held financially responsible for any damage caused by said guests during the party.
4. Party is to be held during regular operating hours between 11am and 9pm.
5. At least one additional lifeguard will be provided by the pool management company through MHC for the duration of the party, if needed. The wages for such lifeguard will be paid out of the lifeguard fee outlined below.

• Procedures for Approval

- 1) Sponsor must email (mhclubsecretary@gmail.com) MHC Private Party Coordinator (PPC) to confirm availability of desired date prior to submitting Private Party Application. PPC must pre-approve the requested date confirming that the party date/time does not conflict with a swim/dive meet or other scheduled activity at the pool.
- 2) PPC will confirm availability and Sponsor will be Invoiced for Facility Fee (**see Fees below**).
- 3) Upon receipt of Facilities Fee payment, PPC will have date blocked on MHC Calendar, and PPC will email Sponsor MHC Private Party Guest List excel Form, and link to their own online 'Private' Party Application form where they will upload their Guest List excel form.
- 4) **NOTE:** Guest List excel Forms must be uploaded, and ALL Payments for Non-Member Guest fees* with no guest passes must be made in FULL by cutoff date which is seven (7) working days prior to the Party date requested by the Sponsor.

Fees Schedule (for ALL parties):**

1) Facilities fee (This is a one-time flat fee charge per party): \$75 to be paid to MHC upon confirmation that desired date is available. This payment will block your date off on the MHC calendar. When paying, there will be a \$5 processing fee automatically added regardless of payment type.

- **Additional lifeguard fee:** If more than one lifeguard/chaperone is required due to the number of guests of the party, an additional \$25 per hour per lifeguard will be charged. It will be at the discretion of the pool management company if additional lifeguards for a private party shall be needed. **10 or more guests is considered a party and the sponsor is required to pay fees in accordance with the fee schedule list. The MHC PPC will notify the sponsor at the time of application if more than one lifeguard must be assigned for the party based on guest total. Sponsor will be invoiced accordingly.

2) Guests: Sponsor is responsible for accurately recording guest information (full name, and contact information of all guests (MHC member & Non-Member or responsible party for minors) on provided up-loadable excel form. Once complete upload to your private registration link given by PPC. Hours of party and other pertinent information regarding party must be entered within the online registration form prior to requested cutoff date.

3) Non-Member Guest Fees*: \$5 per guest (or 1 guest pass). This fee is waived if guests are members of MHC. All guest fees* will be invoiced to Sponsor after the Guest List is uploaded. All invoices must be paid in full prior to event and stated cutoff date. The age requirement for guest passes is five (5) years old and older. Age Four (4) years and younger does not require a guest pass. They are the responsibility of the Member.

4) Prior to Day of Party: A guest list will be provided to the Sponsor and the front desk staff to keep account of who is on site. If Non-Members are marked as being provided with a 'Guest Pass' by the Sponsor, please arrive early to drop off the accurate number of Guest Passes to account for those Non-Members. If an incorrect number of Guest Passes does not match what is shown on the approved Guest List that was uploaded, the Sponsor will be invoiced \$5 for each Non-Member that does not have a Guest Pass. Full payment and all guest names are due electronically to Mansion House Club by cutoff date which is, seven (7) working days prior to the event. No cash will be accepted.

ITEMS TO BE COMPLETED BY SPONSOR ON DAY OF PARTY

Pre- and Post-Party Checklist:

Bring Non-Member Guest Passes to Turn in _____

Grills turned off and cleaned; patio swept _____

Kitchen clean; leftover food removed _____

Trash related to party is put into dumpster _____

Chairs and tables returned _____

Decorations and tape* removed from tables _____

Book Next Party Date _____

Please contact the WebAdmin (mhclubweb@gmail.com) with questions or changes that need to be made to guest names after they have been upload to your Private online registration area. Changes can't be made after the seven-day cut off period stated in the rules.

Pro Tip: Guest information is needed for all guests attending. Think of this as if you were planning a party at home and need an RSVP from your guests. We need the same thing... and it's our policy!

***Tape is NOT allowed, or any other type of adhesive allowed to be used to secured party decorations to the ceilings or poles in the pavilion area.**