

Queens Lake Pool Party Reservation Form

Should a member bring 10 or more guests to the pool at one time you are considered to be hosting a "pool party" and are required to reserve the pool at least 14 days in advance to ensure that you do not conflict with a previously scheduled party or member event.

GENERAL POLICIES FOR POOL PARTIES

1. Applicant must be a Pool Member
2. Your pool party reservation includes the use of the covered patio only during the hours stated on the approved reservation form. Please include set-up and clean up times.
3. Party guests have use of the Family Pool only. NOTE: Use is not exclusive if the event is held during regular pool hours.
4. Do not assume that your party has been approved until you receive written confirmation from the Pool Operator. (It is suggested that you not send invitations until confirmed.)
5. Please ensure that you bag all trash, wipe down tables and remove all decorations. You are responsible for fully cleaning up after the party and returning the space to its original condition.
6. No reservation will be approved past 11:00PM.
7. Exceeding guest limits or not fully cleaning up after the party will result in a portion of the deposit being forfeited.
8. Party guests must follow all pool rules.

FEES

- Parties During Pool Hours (2 hour limit – Limited to Max 40 Guests)

Reservation Fee : \$50

- Parties After Pool Hours (Family Pool Only - 3 hour max) ; 3 lifeguards to be provided

Reservation Fee : ≤40 Guests \$200
 40 to 100 Guests : \$300

Refundable Deposit: \$200

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Please complete and return to the Pool Operator or check-in desk at least 14 days prior to your party.

Name: _____
First Last

Preferred Phone #: _____

Email: _____

Date Requested for Use: _____

Starting At*: _____ Ending At*: _____ * include set-up and clean up time.

Total # of guests anticipated to attend: _____

Reservation Fee \$ _____

Refundable Deposit** \$ _____

Total Fee Enclosed \$ _____

***Please issue a separate check for the deposit*

I understand and agree to the Pool Party Reservation Policies.

Signature of Member

Make Checks Payable to QLCA

234 East Queens Drive, Williamsburg, VA 23185

qlca@widomaker.com / Office Phone # 229-0973 / Pool Phone #229-8434

Date Received by Pool Operator: _____

Approved? YES NO

Pool Operator's Signature / Date