

**The Riverside Club
Party/Event Request Form
(Rules and Conditions)**

Thank you for your interest in reserving the Riverside Club pavilion and field. No event date is considered confirmed until this form and payment (check) have been received and your event has been confirmed by the Event Coordinator.

Please review and complete the following and mail to the following address:

		<u>Party Fees</u>	
		<u># Attending</u>	<u>Cost</u>
Margaret Friedman	Amy Penka	1- 19	\$25.00
6160 Mountain Brook Way	785 Edgewater Trail	20-49	\$50.00
Atlanta, GA 30328	Atlanta, GA 30328	50-74	\$250.00

* Parties over 75 must be approved by the board

NOTE: Please see rules and requirements , additional fees and process for pool parties

MEMBER NAME:

Email Address:

ADDRESS:

PHONE:

Date of Party: _____ **Total Number of People Attending** _____

Time of Party _____ **# of Children** _____
 _____ **# of Adults** _____

Alcohol Allowed? YES or NO (please circle)

Swim Party? Yes or NO (please circle)

You must hire your own guards through Sweetwater to allow your guests the privilege of Swimming!

Party Fee (non-refundable) : \$ _____ Check # _____

Please make your check payable to The Riverside Club and date your check the DAY of the party event. We will not cash any checks prior to the Event date. By undersigning, I agree to reimburse the club for any damages as a result of actions taken by myself and/or guests **AND** I agree to the terms and Rules and Conditions (included in the following pages of this document).

Member Signature: _____ Date: _____

RULES, AVAILABILITY AND CONDITIONS

General Rules

ONLY members in good standing and at least 21 years of age may rent the Pavilion and/or Field for a private party. Any member hosting a private party at the club must:

- Complete the Request and Confirmation processes.
- Be the party host and remain on-premises for the duration of the party.
- Hire/contract additional lifeguards as outlined below.
- Take full responsibility for guests and ensure that all guests have read and will abide by all Club rules.
- Require all guests to sign a waiver if entertainment equipment (i.e. jumpies) not owned by the club is used and provide signed waivers to the Club Events Chair within 5 days after event. This form is available under “Downloads” on the club’s home page.
- Provide (1) Adult chaperone for every 10 minors
- Cleanup after the party (to include emptying all trash cans)
- Insure that all guests leave at the end of the party.
- Allow members access to the pavilion in case of rain/inclement weather.

Availability

Requests and Checks must be submitted a minimum of 2 weeks prior to intended date

From June 1 – August 5:

Please see the Club Calendar for general availability AND apply the following restrictions:

- No events after 2:30 on Fridays, Saturdays or Sundays
- No more than one event per day
- Max. of 3 events per week • Max. duration of any rental is 4 hours total (includes set-up and clean-up)
- Any application for a party of 75 or more guests requires the approval of the Club Board of Directors.
Please allow for a min. of 2 weeks to review.
- The Club reserves the right to refuse any Request for a Party at the sole discretion of the Board

Lifeguards (for pool parties/access)

Lifeguards are NOT included in your party fee. ANY party over 14 guests require you to hire/contract additional guard(s) per the pricing schedule and process outlined at <http://www.sweetwaterpools.net/PoolPartiesFAQ.aspx>. Please note:

- Sweetwater requires a min. of 1 week notice or rush fees will apply.
- Failure to hire guards will result in the loss of swim privileges for your guests.
- You must provide a review and receive approval from the on-duty lifeguard for any pool-related activities/games.

FIELD

The field is part of the Club rental BUT it is to be shared with the Riverside members. You may restrict use by members to one half of the field (you determine which half). Additionally, it is your responsibility to contain errant balls and play on your half.

- The field may not be used if wet
- No water sliders or similar water activities are allowed on the field.
- You are responsible for cleaning any trash on the field and in the pavilion, kitchen, bathrooms and pool area. Also, the trash cans should be taken to the dumpster and emptied and new liners placed inside the cans. Extra liners can be found in the kitchen and the lifeguard closet.

- The tennis court area is NOT part of the party rental and NO guests should be on the courts at any time. Balloons are NOT allowed inside the pavilion as they can damage the fans.

KITCHEN ACCESS

- Adult members must be allowed access to the kitchen during private parties
- During regular pool hours the kitchen will remain open. However, if your party extends past pool hours, it is your responsibility to close and lock the kitchen door before you leave the club. If you arrive at the pavilion and the kitchen is not open there is a lock box that contains the kitchen key. The code will be provided to you once your reservation is confirmed.

Additional Fees will be assessed if:

- You violate the above Rules and Conditions
- The Pavilion, kitchen, bathrooms and field are not clean after your party
- Any Riverside Club property is damaged by any member of you party
- Any Club rules are broken by any member of your party. (please review and make sure your guests/attendees are aware of the rules)
- The number of actual guest exceeds the number of guests requested on your Request Form
- You do not provide signed waivers (if applicable)