

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 Events Coordinator. Forms must be received a minimum of 2 weeks prior to event.

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

The Powells
 735 Edgewater Trail
 Atlanta, GA 30328

<u># Attending</u>	<u>Party Fees</u>	<u>Cost</u>
1 – 19		\$50.00
20 – 49		\$100.00
50 – 74		\$250.00

***Parties over 75 must be approved by the board**

A separate check for a security deposit of \$250.00 must be included with forms. Property damage or failure to clean may result in the deposit not being refunded.

 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)

If Yes – I agree to contact and secure Lifeguards thru Sweetwater Pools a min. of 2 weeks prior to event. _____ (initial)

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

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

Security Deposit (refundable): \$ 250.00 Check # _____

*In case of inclement weather, a 48 hour cancellation notice will be required to refund 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). I also agree that if the pavilion cleaning guidelines are not followed that the deposit fee will be retained by The Riverside Club. Deposit Fees are in accordance with current club cleaning contract.

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 in the Availability section 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 (Please see Cleaning Checklist at the end of the agreement)
- Ensure that all guests leave at the end of the party.
- Allow all members access to the pavilion in case of rain/inclement weather.

Initial _____

Availability

Requests and Checks must be submitted a minimum of 2 weeks prior to intended date. **For larger parties that need board permission please allow more time.**

From June to August (based on pool opening and closing dates):

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

- No events after 2:30 pm on Fridays, Saturdays or Sundays
- No more than one event per day
- Maximum of 3 events per week
- Maximum 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 minimum 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 the following location:

<http://www.sweetwaterpools.net/pool-parties/>

- Sweetwater requires a minimum 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.

Initial _____

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.
- No pets or other animals are allowed on field or at the Riverside Club.

Initial _____

Parking

For large parties, please let your guests know that they should park on one side of Old Riverside Drive and not block the entrances to the Riverside neighborhood. Guests and members should not block the turnaround area at the end of the parking lot.

Initial _____

Important Details Regarding Rentals

Access to Kitchen: The kitchen key is in a lockbox that hangs on the front of the kitchen door. Event coordinators will email the kitchen combination to you after confirming party. Please do not share the combination with others. Also, please make sure to place the key back in the lockbox when the party is over. To enter the combination, pull down on the “C” lever to clear the code. Then enter the combination. Finally, pull down on the large arrow button. The front of lockbox should open. Follow the same process to lock the key back in the lockbox and close the lockbox door.

Kitchen Sink: We have recently resolved issues with a blockage in the kitchen sink line. You may use it for water/washing hands, etc., but please do not put food down the sink as we are on a

septic system. There is a food disposal that should be used for any residual food that may be washed down the sink.

Refrigerator: The refrigerator/freezer can be used during the party to store food. Please make sure you take your leftover food with you. If refrigerator is locked, there is a key located on the kitchen key ring.

Pavilion Rental Signs: Pavilion Rental signs to indicate private parties are currently on the side of the kitchen building near the ice maker or in the kitchen if you would like to display them in front of the pavilion.

External Ice Maker: The ice maker has recently been repaired and should be functioning. Please let us know if there are any issues. Please note: The external ice maker will be shut off during the winter months so as to prevent the water line from freezing. You will need to provide your own ice during this season.

Lighting: The switch for the pavilion lights are to the left of kitchen door. The switch for terrace lights is in a small box with clear plastic cover to the right of women's room door with other electrical boxes.

Heaters: Heaters have been installed in the pavilion for use during the cool seasons. The control is located on the right column as you enter the pavilion. They are on a timer. Simply turn the dial to turn the heaters on.

Firewood: We try to keep the pavilion stocked with firewood. Firewood is stored in the far back left of the pavilion next to the play area. If you plan on having a fire at the club, you may want to check our stock a couple days before the party. If we are low, we will try to place an order and have it delivered prior to your party. There is no charge for firewood.

Restrooms: Extra supplies will be located in the men's room in a locked cabinet though they may just be stored on a shelf at this time. The cleaning service should ensure that bathrooms are stocked with paper towels, toilet paper and soap.

Trash Removal and Cleanup: Please remove all trash from the pavilion and field. The trash cans in the pavilion should all be emptied and bagged and dumped in the dumpster at the end of the parking lot. Extra trash bags should be in the bottom of the trash cans or located in the kitchen. Please clean off pavilion tables and make sure all furniture is off of the field. We have had incidents in the past with children being injured by broken glass bottles on the playground. **Please make sure you clean up all debris, especially glass, so as to protect the children at the club!**

Cleaning Checklist

Please use this list to help you during the cleanup process. Cleaning supplies are provided in the kitchen (broom, Clorox wipes, etc.) for easy cleanup.

- Return all furniture to their original locations.
- If used, clean the grill(s) and outdoor kitchen area.
- Do not leave any toys/equipment in the field or playground area.
- Remove all debris and garbage from the field.
- Sweep up debris in pavilion area and kitchen.
- Wipe down pavilion tables.
- Wipe down kitchen sink counter.
- Do not leave any food in the kitchen sink.
- Run disposal and flush sink with water.
- Remove any food from refrigerator that you brought with you. Lock refrigerator if it was locked prior to your arrival.
- Check bathrooms for personal possessions and clean up any waste from floor or counter areas.
- Check pool area, if applicable, for personal possessions and trash.
- Extinguish fire in fire pit and/or fireplace.
- Turn off heaters in pavilion area.
- Turn off lights in pavilion area, if applicable.
- Empty all trash cans in pavilion area and place new liners in cans.
- Remove trash to dumpster.
- Place pavilion rental signs in the kitchen or side of pavilion.
- Lock kitchen and replace key in lockbox.

Initial _____