

## **HOW TO HAVE A PARTY AT FOREST PARK in 2019!**

Forest Park is an affordable and convenient place for members and their friends to have a party. Making a reservation is easy!

1. Contact Karla Ibanez to see if the date is available.  
925-444-5343 or [kibanez82@gmail.com](mailto:kibanez82@gmail.com)
2. Pick up a party packet, complete the reservation form and pay the \$40 deposit.
3. Invite your guests to swim, BBQ and hang out at the Pool!
4. On the day of the party, a packet with a non-member sign-in sheet and waivers will be left for you. Return the sign-in sheet and waivers with your payment to the Gatekeeper or Aleina. (Note: All fees are due on the day of the party).

Every party reservation is required to pay \$40 deposit. This will save the date for your party. The \$40 fee will be applied to the final cost of your party. There is a charge of \$2.50 per person for non-members attending (swimming or not). Every guest attending the party must sign a Liability Waiver Form. The member hosting the party is responsible for paying all the fees and submitting the Waivers on the day of the party.

Depending on how many people you are expecting at your party, additional lifeguards will be hired. Generally, if there are more than 10 children attending the party, an additional life guard needs to be hired to ensure the safety of all who are there to enjoy the pool. Each additional Lifeguard hired will cost you \$40.

Members are responsible to clean up after the party and dispose of all garbage and food prior to leaving. There are garbage cans, liners, cleaning supplies and a large garbage container by the back gate for your convenience and use.

Have a great summer at the POOL!

Thank you for supporting Forest Park Swim Club!

FPSA Board of Directors.

## **Member Responsibilities and Guidelines re: Guests vs. Parties**

Members of Forest Park are encouraged to invite family and friends to come enjoy the pool with them during the season.

Members must be present with guests while they are visiting the pool.

Guest cards are available at the Gatekeeper desk and can be purchased for \$20 per card. Each card has 10 guest pass credits.

If you are planning a gathering of **10** or more people, or want to reserve a space to host a party, contact Karla Ibanez in advance to check for availability.

When reserving a party date you will be asked for the party reservation form and a reservation fee of \$40. The \$40 will be deducted from the total for your party. Each non-member is charged \$2.50 per person to use the pool facility. The \$40 deposit will be applied to the final cost of your party.

Depending on the size of your party, additional lifeguards may need to be hired. Generally, if there are more than 10 children attending the party, an additional life guard needs to be hired to ensure the safety of all who are there to enjoy the pool. Lifeguard fees are paid by the member hosting the party. The cost for each additional Lifeguard is \$40.

If you have any questions or concerns, please contact one of the Board Members listed below to assist you.

Karla Ibanez	925-444-5343
Hillary DiStefano	510-685-3778

## PARTY RESERVATION FORM

MEMBER NAME \_\_\_\_\_

PARTY DATE \_\_\_\_\_ # OF GUESTS EXPECTED \_\_\_\_\_  
(Guests include all people that enter the pool area, even if they are not swimming).

# OF CHILDREN EXPECTED \_\_\_\_\_ (including member children)

TIME (Start and Finish) \_\_\_\_\_

DEPOSIT PAID \_\_\_\_\_

FRONT LANAI AREA \_\_\_\_\_ or BACK BBQ AREA \_\_\_\_\_  
(Note: if reserving the front Lanai, we will reserve two rows of tables and leave the other two rows for members).

ADD'L LIFEGUARD REQUIRED \_\_\_\_\_  
(Generally, more than 10 children requires an additional life guard)

### PARTY FEES:

NON MEMBER GUESTS X 2.50 \$ \_\_\_\_\_

LIFEGUARD X \$40 +\$ \_\_\_\_\_

DEPOSIT PAID - \$ \_\_\_\_\_

TOTAL DUE =\$ \_\_\_\_\_ (Due on date of party)

Please put this cover sheet and your party payment in the Ibanez Folder. \*If paying in CASH, make arrangements to pay a Board Member in person. Please DO NOT leave cash in the folders.

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Return this completed form and the top half will be returned to you with a confirmation of the day/time.

Member Name: \_\_\_\_\_ Phone number \_\_\_\_\_

Party Date: \_\_\_\_\_ Time: \_\_\_\_\_

# Guests expected: \_\_\_\_\_

Deposit:\$ \_\_\_\_\_ Check # \_\_\_\_\_ or Cash \_\_\_\_\_

*\* (Please hand cash directly to Karla Ibanez, do not leave it in any folder.)*