



# POOL PARTY REQUEST FORM

Name: \_\_\_\_\_ EMail: \_\_\_\_\_ @ \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Requested Date: \_\_\_\_\_ Requested Start Time (CIRCLE ONE): 10:00AM (Weekends Only) 12 NOON (Weekends Only) 5:00PM

Alternate Date: \_\_\_\_\_ Alternate Start Time (CIRCLE ONE): 10:00AM (Weekends Only) 12 NOON (Weekends Only) 5:00PM

Estimated Number of Party Guests Attending: \_\_\_\_\_

### POOL PARTY INCLUDES:

- An area of the Pool Complex set aside just for you and your party
- Food & Beverage service from O'Neill's Concession Stand
- A Personal Party Host who will help organize, plan, and coordinate your party and conduct activities for all of your guests (swimming, games, sports, etc.)
- A special T-Shirt for the Birthday Boy/Girl (or graduate, guest of honor, etc.)



### POOL PARTY RULES:

- Pool Parties must be scheduled at least **two weeks** in advance of party date.
- Pool Parties may not conflict with any other Pool Events (i.e. Swim Team, Special Event Days, etc.)
- Pool Parties will be allocated **90 Minutes** beginning at the requested start time.
- A complete guest list must be submitted to the Pool Manager prior to the start of the party.
- Pool Party fee is \$350.00 for weekday parties and \$400.00 for weekend parties\*.
- No outside Food/Beverage (other than a birthday cake) will be permitted. Decorations are allowed.
- Refunds due to inclement weather shall not be guaranteed. Pool staff will work to reschedule the party if both the primary and alternate dates are rained out.
- Completion of this form **does not guarantee** booking. You will be contacted by a member of the Recreation Department staff when your request is tentatively approved. Parties will not be officially booked until Pool Party Fee is paid in full. Payment must be completed in person at the Pool Complex or Recreation Department.

\*Standard Pool Party fee includes up to 15 guests. Each guest over 15 will be charged an additional \$15. Maximum number of guests is 25. For large parties (over 25 guests) an additional Pool Party must be purchased.

### POOL PARTY FAQ'S:

- **What Kind of Food Is Included?** Pizza, Chips, & a Drink. Substitutions can be made by speaking with O'Neill's Concession Stand directly.
- **Can I only pick one of the listed start times? What if it doesn't work for my party?** Ideally, we would like to keep all parties in the indicated timeslots. These times were specifically chosen to give you the best experience. However, additional times may be available. Speak with the Pool Manager if you would like to inquire about a different start time for your party.
- **What does the Party Host do?** The Party Host will be a member of the Pool Staff who can welcome your guests, help coordinate logistics like pick-up, drop-off, etc., and conduct games, sports, & activities both in and out of the water. They are there for whatever you need!
- **Do you provide decorations?** We do not. Please bring your own decorations and Birthday Cake.
- **Can I go over 90 minutes?** You will no longer be entitled to your Party Area or Host after 90 minutes. However, you and your guests may remain at the Pool Complex after your party has ended.

RETURN COMPLETED FORM TO POOL COMPLEX, RECREATION DEPARTMENT, OR EMAIL TO [dwalczewski@scarsdale.com](mailto:dwalczewski@scarsdale.com)

#### FOR OFFICE USE ONLY

APPROVED DATE: \_\_\_\_\_ APPROVED TIME: \_\_\_\_\_ HOST ASSIGNED \_\_\_\_\_ FEE RECEIVED: \_\_\_\_\_ MANAGER'S SIGNATURE: \_\_\_\_\_