

Kingstream Pool Event Guidelines

Pool hours available for events: 9am-10pm

Event Date: _____ Event Beg/End Times: _____ -- _____ Today's Date: _____

Pool Operator reserves the right to shut down event if these guidelines are not adhered to with no refund and/or rescheduling.

1. The member/organizer of the party must be a Kingstream resident owner or renter in good standing (paid), at least 21 years of age, with his/her Pool Access Verification form filled out completely with emergency phone, contact info and photo attached.
2. Members will discuss event date/time, lifeguard availability and swim team schedule with pool manager/operator. Once date/time is approved, pool manager/operator will provide the name and phone # of the Pool Operator who will be on duty for the event.
3. *PAYMENT IS DUE (by check only-handed to pool manager/operator) TO KCC UPON SIGNING THIS EVENT CONTRACT AND DATE APPROVAL.*
4. Pool Operator employees on duty will be in full uniform and will not consume alcohol during event hours. Regular pool rules to be enforced including no smoking within pool area.
5. Alcohol consumption, though discouraged for obvious safety reasons, is at the discretion and sole responsibility of the member/organizer. **Underage drinking is not allowed.**
6. Member/organizer is responsible for the behavior of any/all guests who are attending their event. Disorderly conduct of any kind will not be tolerated and if detected by the operator or guards on duty, the event will be shut down immediately with consequences including but not limited to future loss of pool use for member's entire household for the remainder of the pool season without reimbursement of any kind. Subsequent fines for police involvement will be the responsibility of the member/organizer.
7. Food and drink is allowed. Bring your own, have it delivered or have a potluck. But remember: NO GLASS BOTTLES OR CONTAINERS ALLOWED OF ANY KIND. All items brought into the pool area are subject to inspection.
8. Member is responsible for all set up and clean up associated with the event. This includes all decorations, balloon remnants, streamers, etc. If the pool area has trash or debris left over, member may be responsible for further clean up fees incurred by the staff and will be billed accordingly. Make sure the area is clean before you leave.
9. Members will give instructions to their guests to give their name and the name of the event to the guard at the front entrance to obtain admittance to the event. If the name does not appear on the pre-printed guest list, they may not enter. No exceptions.
10. Member/Organizer will provide a printed guest list of those attending, 1 week prior to the event to the Pool Operator who will be on duty for the event.
11. If the event is a children's party, 1 or more adult attendees must be present for every 6 children. (7-12 children=2 adults, 13-18 children=3 adults, etc.) No exceptions.
12. For non-members there is no guest pass fee incurred with infants under the age of 2. Please be able to provide proof of age verification when entering pool and make sure parents/guardians are aware of diaper rules.
13. There are **no refunds** for cancellations within one week of event when final head count is given and fees are paid. In case of inclement weather when the pool must close on event day, then and only then will there be an option to reschedule the event.
14. When the event is scheduled **within pool operating hours**, the following applies:
 - a. The Pool will not be closed off whatsoever to any member and denying access to certain areas of the pool is strictly prohibited and cause for termination of the event.
 - b. Each event attendee must either be a paid resident of Kingstream or has a pre-paid guest pass from the member/organizer on file with the guards. No exceptions.
 - c. Fees: 6 Guest passes (1 card) can be purchased for a fee of \$15 per card payable to KCC for those attendees who do not belong to Kingstream. Checks only accepted. Single guest passes cannot be purchased individually. There is no refund for unused guest passes. Guest passes are valid indefinitely.

Event Name: _____ Pool Operator Assigned to Event: _____ Contact Number: _____

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- d. ***Member/Organizer will provide a printed guest list of those attending 1 week prior*** to the event to the Pool Operator who will be on duty for the event, to be attached to this signed page 2. At this time, any guest passes needed for those who are not members of Kingstream will be purchased and placed with members PAV form in notebook.

15. When the event is scheduled ***before or after pool operating hours***, the following applies:

- a. Additional Pool Operator/ guards need to be scheduled. See fee schedule below.
- b. Additional overtime fees may apply.
- c. # of guests determines # of guards on duty, minimum 1 operator and 1 guard for up to 25 guests.
- d. Kingstream members are allowed to stay in pool area until general pool closing.
- e. Kingstream members will be permitted to use the pool upon general pool opening.
- f. Set up for the event may not occur more than 15 minutes prior to event start time.
- g. Tear down and clean up will commence immediately following event end time.
- h. Private party event signs may be generated or approved and posted by pool operator the day of event to inform residents.

16. **Fee Schedule:**

- a. **During regular pool operating hours, 6 guest passes=\$15 (no discount for multiple purchase, checks only, no refund for unused guest passes-passes valid indefinitely)**
- b. **Before or after hours Operator/Guard HOURLY RATE: Minimum 1 Operator and 1 Guard for up to 25 people. \$50 minimum fee + \$20/hr for each additional 25 guests.**
 1. **Minimum operator/guard for events with 1-25 guests=\$50 per hour**
 2. **Operator +2 guards for events with 26-50 guests=\$70 per hour**
 3. **Operator +3 guards for events with 51-75 guests=\$90 per hour**

By signing below I have read and I understand and agree to the terms and guidelines set above. I also understand that if alcohol is involved in my event, I take full responsibility for my actions and the behavior of my guests and will insure there will be no illegal underage consumption of alcohol.

Member/Organizer: _____ Contact Number: _____
Street address: _____ Fees: _____ Payable to KCC:\$ _____ Check# _____
Email address: _____ Total # of Guests: _____ Total # of Op/Guards: _____