

Party Date:  
Approved by:  
Date approved:



### MSTA PRIVATE PARTY CONTRACT

The rear picnic area may be reserved for private parties with **10 days notice**. Payment in full and a security deposit of \$50 is required when the request is made. Party reservations are made on a first come first served basis. An MSTA pool board member must approve this request.

The member host agrees to review the private party guidelines and to adhere to all pool rules and regulations.

#### Fees to host a 2 hour private party on the back patio during pool operating hours:

**NOTE: not all dates and times are available**

Party hours: Friday, Saturday & Sunday: 2 hour parties between hours of 1-3 or 3-5 unless reserved for official pool function. Other days may have 2-hour parties at any time. Party area must be cleaned and cleared if another party has reserved the space.  
Party Blackout Dates: Memorial Day, Fourth of July, Labor Day, Annual Meeting Day and during official functions.

# of Participants	<b>20</b>	<b>30</b>	<b>40</b>
Fee	<b>\$80</b>	<b>\$100</b>	<b>\$120</b>
Deposit (refundable)	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>

#### Fees to host an after hours party until 11 p.m, 14 DAYS NOTICE REQUIRED.

\$150 plus additional costs including guard and pool manager, up to 75 guests

PLEASE complete the following and send along with payment and deposit to information at the bottom of the private party guideline page.

#### PARTY INFORMATION

MEMBER NAME \_\_\_\_\_ Member # \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

PARTY NAME (i.e. Joey's Birthday Party) \_\_\_\_\_

Party Date	Party Time	Number of guests expected

Signature of Member: \_\_\_\_\_

I have read and understand all pool rules, private party guidelines and fees associated with hosting a private party at MST

## PRIVATE PARTY GUIDELINES at MSTA

Please observe the following rules:

1. All requests for private parties must be submitted to club management at least 10 days before the date of the event. Party requests are subject to approval by MSTA management and must not conflict with scheduled Club activities. "Rain dates" must be scheduled separately so that others will not be unfairly "bumped" off the schedule. Party requests will be considered on a first come first serve basis. All requests submitted out of this time frame are solely at the discretion of management.
2. The scheduling of such parties shall be limited to those in which the member is an actual participant. Members are not permitted to arrange for friends to use MSTA facilities under their name in the member's absence.
3. Members are responsible for informing their guests of the rules and regulations of MSTA, including those relating to the use of alcoholic beverages, and smoking on MSTA premises. Violations of these rules and policies could result in termination of the party, with no refund to the member. Additionally, members are expected to familiarize themselves and adhere to MSTA regulations, guidelines and responsibilities set forth in this directory.
4. The size of the group is not to exceed 40 persons during normal pool hours, including children, and may be further restricted by the Pool Manager depending on daily use by members. Up to 75 persons may be permitted after normal hours, up to 11pm.
5. Private vendors providing party entertainment (eg. Moon bounces, petting zoos, music, etc.) are not permitted.
6. Children's parties shall be properly chaperoned/supervised by the member and adult guests. One supervising adult should be present for every five children under 8 years of age. Responsibility for determining the swimming ability of invited children remains with the member host, and must conform to the existing rules.
7. Members are required to provide all of their own supplies, including, food, utensils, refrigeration, etc. and shall not have access to those reserved for MSTA sponsored social events. Members are also required to remove their supplies and to co-ordinate with MSTA management the removal of all trash. If the area is not properly cleaned the \$50 deposit will be forfeited. At completion of the party, please request a walk through of the area with the pool manager to verify the area has been properly cleaned.
8. Use of the tennis courts by party guests shall be in adherence with the Club rules and regulations, and those specific limitations posted at the courts, including attire and length of play.
9. In no event shall a private party exceed 2 hours.
10. MSTA management may control the volume of amplified music.
11. Private party fees and deposit will be supplied when the application is submitted. No reservation will be accepted without payment.
12. All guests (non members of MSTA) attending a party will sign in on the party reservation form in the party form at the front desk before attending a party.
13. Deposits will be shredded at the completion of the party provided no issues arise. If there is an issue the hosting member, pool manager and MSTA board will discuss to resolve.

### **Keep the guidelines for your records.**

Send your application and fee payment and security deposit (2 checks please) to:

Anne Ulrich 1412 Audmar Drive, McLean VA 22101

anne.ulrich@yahoo.com (703)798-6487

Your reservation request will be confirmed via email unless otherwise indicated. Your security deposit will be shredded after the party provided no issues arise (email confirmation).