

# INVERNESS RECREATION CLUB TABLE RESERVATION FORM

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

TODAY'S DATE \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

START - END TIMES \_\_\_\_\_

# ADULTS \_\_\_\_\_

# CHILDREN \_\_\_\_\_

HOW MANY ARE GUESTS? \_\_\_\_\_

RESERVATION ACCEPTED BY (pool board coordinator, manager, or assistant manager only) \_\_\_\_\_

RESERVATION FEE PAID  
(\$25 or \$50) \_\_\_\_\_

TOP PORTION OF FORM SHOULD REMAIN WITH POOL OFFICE

## TABLE RESERVATION POLICIES

**Tables may be reserved for parties or other gatherings on a first come, first served basis and are only guaranteed with a non-refundable reservation fee of \$25.00 PER TABLE (Maximum 2 tables). Every attempt will be made to book table(s) requested. Notification of reservations will be received within 48 hours. Only pool members in good standing, with fully-paid membership, may reserve a table.**

Table reservations must be made at least one week in advance of event. Reservation fee due when form is submitted.

There will be a charge of \$25.00 for every 10 individuals **over the first 15** attending a party. This is to cover additional lifeguard staffing. For each non-IRC members there is also a fee of \$5 per guest.

Attendees 1-15	= \$0 + guest fees
16-25	= \$25 + guest fees
26-35	= \$50 + guest fees

Table reservations are limited to 3 hours (including clean up).

IRC Adult member hosting must be in attendance for the entire event.

All party guests must observe IRC rules. Individuals not abiding by IRC rules may be asked to leave the facility.

Hosting member is responsible for cleaning up table (including food and decorations). Trash is to be removed to the dumpster.

Tables cannot be reserved on Wednesdays of a home B swim meet. Table use must end at 4:00 pm. on Friday nights before a Saturday morning home swim meet.

Tables are not available before or during pool sponsored events.

Table reservations may only be accepted by the pool board coordinator, pool manager, or assistant manager. Reservations made in any other manner are not valid.

## TABLE RESERVATION CONFIRMATION

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

DATE REQUESTED \_\_\_\_\_

START - END TIMES \_\_\_\_\_

# TABLES RESERVED (MAX 2) \_\_\_\_\_

# ADULTS \_\_\_\_\_

# CHILDREN \_\_\_\_\_

HOW MANY ARE GUESTS? \_\_\_\_\_

RESERVATION ACCEPTED BY (pool board coordinator, manager, or assistant manager only) \_\_\_\_\_

TABLES @ \$25/TABLE = \$ \_\_\_\_\_  
*Reservation fee (paid at booking)*

ATTENDEES @ \$25/10 = \$ \_\_\_\_\_  
*See chart above*

GUESTS @ \$5/GUEST = \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**Balance to be paid day of event**