



PARTY RESERVATION REQUEST

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| | | |
| MEMBER NAME | EMAIL | CELL |

Yay, let's celebrate!! IRC members have the benefit of reserving party tables in advance throughout the summer. Anytime you are having a gathering with 5 or more guests, and inviting people to the pool at a specific date and time, we consider this a gathering that will require a confirmed party reservation. **Reserve your party in THREE easy steps:**

1. **To request a date and time, this form must be completed and submitted to the Front Desk at least one week in advance.** Only the IRC Party Coordinator can approve your reservation by signature below or via email from party@InvernessRecreationClub.org. (Reservations made by any other means are not valid under IRC policy.) PLEASE DON'T ASSUME WE CAN ACCOMMODATE YOUR PARTY UNTIL WE APPROVE IT WITH YOU!
2. **Once your date and time is approved, you can confirm the party by submitting a non-refundable Table Reservation Fee** of: \$25.00 FOR 1 TABLE or \$50 FOR 2 TABLES
3. **On your event day, the Attendance Fee and Guest Fees are due.** Attendance Fees are \$25 for every 10 individuals **over** the first 15 people attending your party AND Guest Fees are \$5 per non-IRC member (Guest passes may be used.) ****Attendance and Guest Fees include any individual in your party even if they are not swimming. This is to cover additional lifeguard staffing, which is based solely on headcount in the facility.**

Party reservations are limited to 2.5 hours (including set-up and clean up). No glass is allowed on the premises. Hosting member is responsible for cleaning up table (including food and decorations). Please bring your own garbage bags as **trash is to be removed to the dumpster at the conclusion of your party.** The IRC adult member hosting must be in attendance for the entire event. All party guests must observe IRC rules outlined on InvernessRecreationClub.org. Individuals not abiding by IRC rules may be asked to leave the facility.

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|--|---|
| Party Occasion | |
| Date Requested | |
| Party Time Slot* <small>(includes set-up and clean up time)</small> | Noon - 2:30pm 2:30pm - 5pm 5pm - 7:30pm |
| # of Tables Table Reservation Fee <small>(paid in advance)</small> | 1 table for \$25 2 table for \$50 |
| # IRC Members | |
| # Non-IRC Guests | |
| Total # of Attendees** <small>(please include non-swimming guests)</small> | |

In the case of inclement weather during the party, the event will be relocated into the Clubhouse until the lifeguards determine it is safe to return to the pool deck.

- *Parties may not be reserved before or during pool events (**check the calendar for exact dates**), such as:
- Wednesday afternoon of a home B swim meet (parties only available Noon-2:30pm)
 - Saturday morning home A swim meet (parties only available 2:30 - 5pm or 5 - 7:30pm)
 - Pep rallies, Friday social hours, Raft nights or other IRC sponsored events

Non-IRC Guests x \$5 =

| | | |
|------------------------------|-------|-------|
| Total # of Attendees: | | |
| 1-15 | 16-25 | 26-35 |
| \$0 | \$25 | \$50 |

ATTENDANCE FEE

TOTAL DUE ON EVENT DAY

Confirmed by IRC Party Coordinator: _____ Date: _____