



Party Reservation Request

1. A Party Reservation Request form is required for parties of 12 and more and should be submitted more than 14 days prior to requested date.
2. Please complete form and sign the Policies on the reverse side of this page.
3. Submit the form to LSC Social Chair (in person, or scan and email to lincolnshireswimclubinfo@gmail.com)
4. LSC Social Chair will contact you to discuss party and to finalize pricing and deposit.
5. Once deposit is received, your party date and time is guaranteed.

Member Host Name: _____

Email Address: _____

Type of Party: *(i.e., team, birthday, graduation)*: _____

Date: _____ Start Time: _____ End Time: _____

Total number of guests *(est.)* _____

How many are non-members *(est.)*? _____

Age Group of Attendees: *(information is needed to determine lifeguard and bar staffing)*

- Child Party (kids ages 10 and under) Adult Party (everyone is 21+)
- Teen Party (kids ages are 11 – 17) Mixed Age Party (kids and adults)

Requested reserved space: *(assumes use of pool in-season)*

- Patio Only Patio and Clubhouse
- Clubhouse Only Entire Facility (Private party)

Food and Beverage: *(please let us know if you plan to use LSC food & beverage service)*

- LSC Bartender(s) LSC Snack Bar
- LSC Grill Host Member will provide food/beverage

Special requests: _____

LSC Party Policies

1. Parties must be reserved 14 days in advance for LSC to guarantee adequate staff (lifeguards, manager-on-duty, bartender, etc.)
2. A Party Reservation Form is required for parties of 12 and more.
3. A rental fee is required for reserved party space for 12 or more:

PARTY SPACE	IN SEASON RATE	OFF-SEASON RATE
PATIO ONLY	\$25	N/A
CLUBHOUSE ONLY	\$50	N/A
PATIO AND CLUBHOUSE	\$75	\$250
ENTIRE FACILITY, INCL. POOL (PRIVATE PARTY)	PLEASE EMAIL FOR ESTIMATE	N/A

Rental fee includes: reserved party area, 1 bartender, trash removal and clean-up after party. Additional bartenders are available for a fee.

4. Party date is not guaranteed until deposit is received.
5. Additional Non-Member Guest Fees
 - a. Member Hosts are responsible for guest fees.* Fees are to be paid prior to party's end time. *Please see www.lincolnshireswimclub.com for current guest fee rates.
 - b. Guest fees for *children 10 and under* is increased to \$15 per non-member. This is to cover the cost of additional lifeguards to ensure safety.
 - c. Non-member guests must have a signed waiver on file. Waiver is available on www.lincolnshireswimclub.com
 - d. Parties of more than 12 non-member guests must be pre-arranged with the LSC social chair.
6. Member Host must remain on premises for duration of the party and is responsible for the behavior and any damage caused by party guests.
7. In case of inclement weather (below 65 degrees at the start of the party, rain or lightning), management reserves the right to reschedule.
8. Pool rental groups must abide by all Lincolnshire Swim Club rules. The Club Manager has the authority to enforce any additional rules that will protect the safety of patrons and staff and the security of the facility. All participants are subject to a swim test.

Thank you for choosing Lincolnshire Swim Club for your celebration!

Member Host: _____

Signature: _____ Date: _____

FOR OFFICE USE:	
MEMBER HOST:	
DATE OF PARTY:	START/END TIME:
DEPOSIT AMOUNT:	DATE RECEIVED:
PARTY RENTAL FEE:	