

# Party, Party, Party!!! (2011 Edition)

Want to use Woodcrest Recreation Association for your next party? Here are all the "party basics" that you need:

1. Reserve your date! Turn in the Party Request Information (bottom of this page) letting us know how many people to plan for and how many tables to reserve. Make sure you get a confirmation of your date from us before you start inviting people!

*We only allow 2 parties at the same time in the party area. Make sure you don't miss out!*

2. On the date of your party, you need to provide the front desk with the names of non-members attending. You pay guest fees for each non-member guest entering the swim club.

Guest Fees:

- \$7 if guests arrive before 5:00 PM Monday through Thursday (excluding Holidays).
- \$10 if guests arrive before 5:00 PM Friday through Sunday (or weekday Holidays)
- \$ 5 if guests arrive at or after 5:00 PM seven days a week.

3. We provide your requested number of "Reserved" tables in a designated party area. The first table is free, additional tables are \$10 each. *(That way on a busy weekend, you'll be guaranteed a table and a place to hold your party! The additional monies will allow us to rent tables if necessary.)*

4. You are free to use the snack bar to coordinate food, or you may bring in outside food. Just remember: NO GLASS BOTTLES!!!

5. Catering: You may bring your own food or have it delivered. You might also consider speaking with Karen Chew of Red Velvet Catering (<http://redvelvetcaterers.com/>) who can cater your party on the grounds or (after 7PM) in the snackbar.

6. Gas Grilles: Grilles are for the use of the general membership. They cannot be reserved or monopolized by a single party. If a private party's use of the grills interferes with general membership use, the on-duty manager will instruct the party to immediately cease use of the grills.

7. Clean Up and Party End rule: We are doing our best to keep dues as low as possible by limiting the number of guard hours spent cleaning and putting tables away. The bondholder having a private party is responsible for (a) terminating all private parties at least 30 minutes prior to closing and (b) removing food, trash, balloons, and other party debris. Failure to comply with this rule will result in a \$50 fine. (This rule was not enforced in prior years, but will be enforced in 23011.)

8. Band testing: Parties with guests under the age of 12 often require band tests to be given to the children. Unless prior arrangements are made with the manager, we may or may not have guards available to band test more than two guests. If your party is likely to require more than two band tests, please speak with the manager at least a week in advance to make arrangements.

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## PARTY REQUEST INFORMATION

Date of Party:

Name of Bondholder:

Name of person for which party is being held:

Number of expected non-members attending (more than 25 non-member guests may need Board approval):

Number of tables needed:

*Remember, 1st reserved table is free, \$10 additional tables*

Managers Notes:

Date request received: \_\_\_\_\_ Approved?: \_\_\_\_\_

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