

CCCA - Party Registration Form

Revised February 2009

Member's Name: _____

Address: _____

Phone Number: _____ Party Date: _____

State Purpose of Party: _____

Birthday Party, reception, family reunion, etc.

Number of Guest who will attend: _____

Include members and non-member

Time facility is reserved: Beginning _____ Ending: _____

Note: *Allow for party set-up and clean-up time.
You must be ready to leave at time of closing.*

PARTY FEES:

Guest fee, cleaning deposit and lifeguard fee is due at time of registration. The guest fee is based on the amount of people at your party. The guest and lifeguard fee is non refundable and will be deposited when received. Please circle one of the following:

Guest Fees:

10 to 20	\$20	21 to 30	\$30
31 to 40	\$40	41 to 50	\$50
51 to 60	\$60	61 to 70	\$70
71 to 80	\$80	81 to 90	\$90
		91 to 100	\$100

Non Refundable Fees:

Guest Fee amount: _____ Lifeguard Fee amount: _____ Check Number _____

Total amount of check: _____

I would like to reserve the following:

Recreation Room, Kitchen, tables, etc. _____ Propane Grills _____ Basketball area _____

Playground area, picnic tables, Ramada _____ Volleyball _____ Softball Field _____

Pool _____ **(Refer to pool usage policy).**

During June 1 to August 31st, pool parties are limited to 50 people.

What time do you need lifeguard: Beginning time: _____ Ending time: _____

I will provide my own certified lifeguard: YES NO

There will be no lifeguard fee if you provide your own lifeguard, but we must have a copy of the lifeguard's certification card on file before your scheduled party or the party will be canceled.

PARTY INFORMATION

September 1st through May 31st

Parties will be limited to 100 people per party.

June 1st through August 31st

Parties will be limited to 50 people per party.

Note: Recreation room will only hold a maximum of 80 people.

The cleaning/security deposit is \$100 and will be returned to you after your party if there is no damage and the area used is clean (cleaning instructions are included in your party package). Upon conclusion of the party, the manager on duty will inspect the premises.

The cleaning/security deposit will not be refunded for the following reasons: The area was not cleaned or there was damage. The member failed to have area inspected by manager. The party was not cleaned up by closing time.

Cleaning/Security Deposit: Check Number: _____ Check Amount: \$ _____

I AGREE TO THE FOLLOWING:

Countryside does not encourage the consumption of alcoholic beverages on the premises. However, in the event that I choose to provide alcoholic beverages on Countryside property during my party, I will ensure that no alcoholic beverages will be dispensed to minors. I understand my party can be canceled if alcohol related problems became an issue.

I understand that all tables and chairs cannot be used down by the park.

I understand that I, the undersigned, am responsible for any damages caused by my guest.

I understand if any club rules and regulations are violated I am fully responsible.

I claim responsibility for my guest and will remain with my guests at all times. My guests will leave the facility when I leave the facility.

At least 48 hours before the party, I will provide the Manager on duty with a list of the full names of all expected guests. I understand my party will be canceled if guest list is not provided at least 48 hours before my scheduled party.

I assume all responsibility for my party, which may be incurred by me or my guest at Countryside Community Club before, during and/or after said party.

I have read and fully understand the "Party Policy."

Signature of Member

Date

____ Initial - I have received a copy of the **CCCA Party Policy.**

____ Initial - I have received a copy of **CCCA Policies and Procedures.**

____ Initial - I have received a copy of the **Recreation room Clean-up list.**

____ Initial - I have received a copy of the **CCCA Pool Rules and Pool usage policy.**

____ Initial - I have received a copy of the cleaning/operating instructions for the Propane Grills

Signature of Manager on Duty

Date

Manager checking facility after party: _____ **Number of Guest:** _____

Was Cleaning/Security deposit returned to member: YES NO

If NO, give reason for not returning check: _____

PARTY POLICY: You are responsible for cleaning the recreation room after use. You must provide your own supplies for your event, Countryside does not provide any supplies; ladder, tape, kitchen utensils, dishwashing detergent, etc. **THE BLOCK OF TIME YOU RESERVE THE FACILITIES INCLUDES SET-UP AND CLEAN-UP. PLEASE PLAN ACCORDINGLY.** You must allow yourself appropriate time to clean the facility once your event is over and by the time you have agreed. **THE CLEANING DEPOSIT WILL BE FORFEITED IF PARTY IS NOT CLEANED UP BY CENTER CLOSING TIME.** Any personal items left at the facility will be considered trash, be disposed of (this includes food left in the refrigerator) and you will therefore forfeit your cleaning deposit.

Recreation Room Clean up Procedures

- ✓ Floors (including kitchen area) must be swept and mopped.
- ✓ Kitchen counters must be wiped off and stovetops must be clean (spills in oven should also be cleaned).
- ✓ All trash must be picked up and trashcans must be emptied (trash is to be disposed of in the dumpster located in parking lot next to recreation room).
- ✓ Tabletops and chairs must be wiped down before being put away.
- ✓ Tables and chairs must be returned properly and neatly to the storage shed.
- ✓ Tables and chairs should not be dragged across the floor. Dragging tables/chairs can scratch the floor or damage the tables/chairs and you may lose your security deposit.
- ✓ Lights must be turned off and doors must be closed.

Park Ramada and Patio Clean up Procedures

- ✓ All trash must be picked up, tables cleaned, trash receptacles emptied and patio floor clear of spills and debris. The manager on duty will supply new trash bags for receptacles.

Before your \$100 cleaning/security deposit is refunded, you must have a final walk-through of the area with the manager on duty to ensure that the room is properly cleaned.

If the room is being used on weekly bases, it must be cleaned and inspected after each time the room is used. Failure to do so will result in your cleaning deposit being forfeited and future scheduled usage canceled.

I acknowledge that I have read and understand the recreation room clean-up procedures and agree to abide by the terms and conditions.

Member

Date

Pool Usage Policy

(Revised April 2011)

POOL PARTIES:

During the pool season June 1 through August 31, pool parties will be limited to 50 people per party with the following restrictions;

- A Red Cross certified lifeguard is required for all pool parties.
- Pool parties of 1 to 25 people will not require an additional lifeguard if two (2) lifeguards are on duty.
- If the party exceeds 25 people, regardless if they use the pool or not, the member must pay for an additional lifeguard or provide their own Red Cross certified lifeguard.
- If there is no lifeguard or only one lifeguard on duty, the member must provide one certified lifeguard for 1 to 25 people and two lifeguards for 25 to 50 people.
- All non-member guests must be made aware of the pool rules.
- Any group of children age 9 and younger must have adult supervision at all times. There must be at least one responsible adult for every six children present.
- Any group of children aged 10 through 17 must have one adult for every ten children present.
- All paper work required for parties must be completed (CCCA Party Registration Form). At least 48 hours before the party the member must provide management with a list of the full names of all expected guest.
- If you are providing your own lifeguard the office must have a copy of the lifeguard's Red Cross certification card 48 hours before your scheduled party or your party will be canceled.
- The Site Manager may restrict pool area usage for pool parties on weekends, holidays and otherwise as deemed appropriate to ensure access to pool area by all members.

During the pool season (June 1st through August 31st), if the member is unable to secure a lifeguard for their pool party a Countryside lifeguard, if available, may be hired at a rate of \$15 per hour per lifeguard.

After Labor Day there will be no pool parties booked unless the member can provide their own Red Cross certified lifeguard.

Signature of Member

Date

Propane Grills

RESERVING PROPANE GRILLS

UNDER TEN (10) PEOPLE:

The member does not need to reserve the propane grills in advance, but before use they must first check with management to ensure the grills are not reserved for a party. The member must provide a deposit check of \$25 or a driver's license, which will be returned when the grills are cleaned.

TEN OR MORE PEOPLE:

The member will have the option to pay the party fee or to use their guest passes if they are only using the propane grills and patio area. The hundred dollar deposit check will be deposited if the grills are not cleaned or damage has occurred.

I have read the safety, operating and cleaning instructions for the propane grills. I understand that any damage I cause by miss use will be my responsibility. All cost to correct damage will be charged to me. My cleaning deposit will be refunded only after grills are cleaned. The grills must be cleaned and patio floor clear of spills and debris prior to leaving or deposit will be forfeited.

***You must read all Operating
Instructions before using Grills***

Signature of Member

Date