



Event Request

Return this to the Concierge desk for scheduling.

Questions? Email Kate at concierge@beachwoodrec.org

Beachwood needs up to a week to gain approval for events. Plan ahead!

Reservation Policy – Functions are based on a first come, first served basis. A date is reserved only when a completed and signed event request form has been filled out and returned to the concierge desk.

Please include a guest list of all non-members attending.

Member's Name: _____ Date: _____

Function Date: _____ Start Time: _____ End Time: _____

Total number of attendees: _____ (both members and guests, whether they will be using the pool or not)

Circle One: Pavilion Pergola

Circle One: Host will pay fees Guests will pay fees

Guest Fees (non-members): Weekdays \$4.00 per person
\$15.00 per family

Weekends \$5.00 per person
\$20.00 per family

To host a function at Beachwood, the sponsoring member must be aware of and comply with the following guidelines. The Sponsoring member will:

- **Be familiar with the club rules and ensure attendees uphold them. You are responsible for the actions, activities, and conduct of all attendees.**
- Be the first one to arrive. Guest may not enter the premises prior to the scheduled start time or without a sponsoring member.
- Stay for the entire event.
- Ensure all guests leave the premises at the end of the event. Events end 30 minutes before the club closes.
- Pick up trash/recycling, towels, clothing, etc.

- Remove all food items from the area, including from the freezer and refrigerators
- Be the last one to leave the function.
- **Note:** If additional clean-up and/or repairs are necessary, additional fees may be charged as decided by the Beachwood manager(s) and the board of directors.

The sponsoring members and guests will:

- Abide by **all** pool rules as well as take directions from the lifeguards and pool management.
- Be considerate of the neighbors in terms of noise, parking, loud music, etc.
- Agree that all guests may be subject to a swim test given by the lifeguard on duty.
- Agree to hold Beachwood Recreation Association, its owners, employees, and the Board of Directors, harmless for any actions that may occur as a result of our use of the Beachwood Pool for this function.

Beachwood Recreation Association Event Details

Beachwood Recreation Association (BWRA) members must be in good standing to be eligible to reserve the pergola or pool picnic tables for semi-private parties, based on availability. BWRA is a great place for birthday parties, graduation events, BBQs, or simply a gathering of friends. Functions must be scheduled during regular operating hours. No more than 2 parties, 1 in the afternoon and 1 in the evening, will be scheduled per day. Guests will share the pool facilities and grounds with other patrons.

Policies for Pool Functions at BWRA

1. **Safety Rules** – The function host agrees to all pool safety rules and will sign an agreement so stating, which must be returned with the pool function contract. General safety rules will always be enforced. Lifeguards and managers are in charge throughout the entire event. Lifeguards are on-site to ensure the safety of all swimmers, in the water and out. All policies and rules set forth by BWRA.
2. **Alcohol** – Alcoholic beverages are permitted at the club by those allowed to consume alcoholic beverages by law (over the age of 21); **no glass is allowed on the pool deck.** Overly intoxicated individuals will be asked to leave immediately.
3. **Pre-Function Set-Up** – You will be allowed 30 minutes for set up and clean up before and after your event.
4. Due to insurance regulations, we require all guests attending an event, including parents and non-swimmers, be included in your total count of guests.

ALL FUNCTION GUESTS ARE SUBJECT TO POOL RULES POSTED

- I have read the Beachwood Function Agreement and received a copy.
- My function will comply with all of the Beachwood policies listed on the Agreement and rules and regulations as outlined in the directory including start/end times.
- I am responsible for my guests and their actions.

Member Name: _____

Member Signature: _____ Date: _____

Member Phone: _____

Email: _____

Board Approval Signature: _____ Date: _____