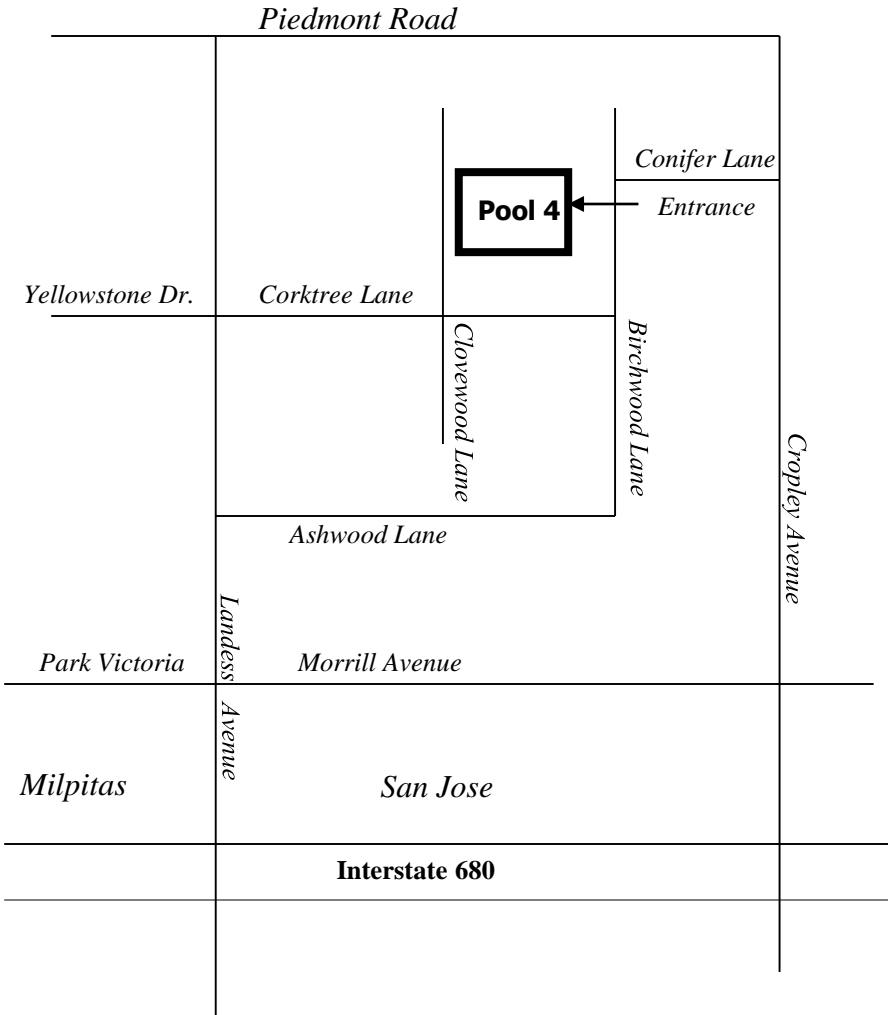
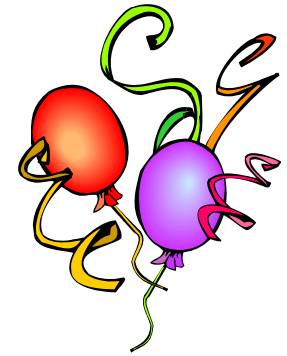


Northwood Park Pool No. 4
3325 Birchwood Lane
263-6155

2016



Party Planning Guide
for
Northwood Park
Pool #4

NPIA #4 263-6155
www.pool4.com

NPIA #4 welcomes **members'** use of the facilities for parties. As a reminder, the Pool 4 facility is for the enjoyment of HOA/Leasee members and their families. Therefore, larger groups (parties with 9 or more guests) will need to have approval and adhere to the following party guidelines.

As the HOSTING MEMBER (Host) you are responsible for your guests and their actions. The ADULT Pool #4 HOST must be with the party guests for the duration of the party.

REQUESTING A PARTY: Fill out and submit a party request at: www.pool4.com/parties.shtml. If you do not receive a reply after 48 hours, please email our party planner directly at Pool4Party@gmail.com.

Your party IS NOT confirmed until you are notified of it's approval AND you have submitted a deposit to hold the date.

PARTY COSTS: See chart below (checks payable to NPIA#4). Lifeguard rates are \$20 per hour per lifeguard. Chart below shows number of lifeguards needed.

Number of Guests	PARTIES DURING	PARTIES OUTSIDE of	\$100 Deposit Needed 72 hours prior to party (Y/N)	\$3 per Guest (Y/N)
	Lifeguard Hours	Lifeguard Hours		
	Number of Lifeguard(s) Host will have to pay for	Number of Lifeguard(s) Host will have to pay for		
0-9	0	0	N	Y
10-20	0	1	N	Y
21-50	0	2	Y	Y
51-60	1	3	Y	Y
61-75	2	4	Y	Y

CANCELLATIONS: If you need to cancel, please let us know at least 7days prior to the event. Failure to notify us may result in forfeiture of your deposit.

BOUNCE HOUSES: Host must receive approval to arrange for a jump house to be placed at Pool4 for a party. If a member orders a bounce house, the member:

- 1) must be present when the jump house is delivered / set-up
- 2) is responsible for behavior of party guests while using the jump house
- 3) must be present for the take-down/removal of jump house

NPIA lifeguard staff **WILL NOT be stationed at the jump house to monitor activities.** Host assumes ALL responsibility.

THE DAY OF THE PARTY

1. Provide the gatehouse staff with a list of your attendees. Their names will be checked off as they enter the facility. Please put an asterisk (*) by Pool #4 members, so that no guest fee will be incurred.
2. Fees are \$3 for each guest (swimming or non-swimming). All guest fees will be paid by the host upon conclusion of the party. Members of the pool will not have to pay the \$3 guest fee.
3. Be prepared to pay additional lifeguard fees if applicable.
4. Staff will remind member ½ hour prior to the scheduled end of the party to begin clean-up.

POOL HOURS AND LIFEGUARD HOURS

May 28, 2016 – June 10, 2016 (open weekends only)

Weekends: Open 10:30am – Close 8:30pm
Lifeguard on Duty 12:00pm-5:00pm

June 11, 2016 – August 21, 2016 (open everyday)

Weekends: Open 10:30am – Close 8:30pm
Lifeguard on Duty 12:00pm-5:00pm

Weekdays: Open 9:00am – Close 8:30pm (swim lessons 9-11:30am)
Lifeguard on Duty 12:00pm-5:00pm

August 22, 2016 – September 25, 2016 (open everyday; reduced hours)

Weekends: Open 10:30am – Close 8:30pm
Lifeguard on Duty 12:00pm-5:00pm

Weekdays: Open 4:00pm – Close 8:30pm
Lifeguard on Duty 4:00pm-6:00pm

DECORATIONS/CLEAN-UP

Members are welcome to bring party decorations such as tablecloths, streamers, and balloons. Any staples or tape used to affix these items to pool property must be cleanly removed at the conclusion of the party. Please also check the surrounding area for any “escaped” partyware/napkins/giftwrap that may have been carried or blown out of the picnic area.

REMINDER

No alcohol, glass or glassware is allowed on the premises at any time. Your coolers/bags will be checked at the gate.