

NORTHBROOK COUNTRY CLUB

Swim & Birthday Party Policies and Procedures

Northbrook Country Club welcomes member swim and birthday parties at our facility during pool operating hours. As parties during operating hours must be conducted while other members are enjoying the facility, the following policies and procedures are in place to ensure that your party is conducted in a fun, safe manner while the rights of other members are maintained.

Policies:

- 1) All birthday parties occurring during pool operating hours with 10-25 attendees (including members and guests) will be charged a rental fee of \$25 per hour. This fee will be collected in advance of the party which must be scheduled at least three days in advance with Northbrook's Rental Agent, Dee Kazmierczak (782-0296). The \$25/hour fee must be paid by check payable to **Northbrook Country Club** and is due to Northbrook's rental agent within 72 hours of booking the party but no later than 48 hours prior to the date of the party.
- 2) Parties planned for more than 25 people are considered to be private party rentals and must be conducted during non-operating hours, or hours when minimal usage is anticipated.
- 3) Parties with 10-25 attendees (including members and/or guests) are allowed up to 3 hours for their party as arranged with Northbrook Rental Agent, Dee Kazmierczak.
- 4) One additional lifeguard at a charge of \$12/hour must be hired for parties with 10-25 people in attendance. This fee is payable to Northbrook and must be made with a separate check.
- 5) All party supplies (paper products, party favors, games) must be supplied by the party host. The snack bar does not stock enough paper products and cutlery to outfit parties.
- 6) Party attendees will have use of the facility as would any guest on the day of the party.
- 7) All party hosts will make sure that guests are briefed on all pool rules and as the rules will be enforced by the Northbrook lifeguard staff at all times. Be mindful of rules regarding flotation devices, pool toys, and behavior.
- 8) Should a party be cancelled due to a weather-related occurrence, a party host can re-book the party with the rental agent. For any party cancelled after one-half (1/2) hour of facility use has occurred, there will be no fees refunded nor any time re-scheduled. Whenever possible, accommodations under sheltered areas will be made available.
- 9) It is Northbrook's intent that your party and invited guests feel welcome and the time spent on the premises be enjoyable and relaxing. Party hosts are asked to consider the feelings of other members when planning their function and should clear any party games or out of the ordinary plans with the rental agent prior to final purchase or planning.

Procedures:

- 1) The party host is asked to arrive 15 minutes in advance of the time announced to guests. A list of all party attendees shall be made available at the front gate check-in stand prior to the commencement of the party.
- 2) The attendance list shall denote members and non-members, their phone numbers and parent's names for all children under age 14 in attendance.
- 3) Party hosts shall be required to sign a liability waiver for their guests and it is recommended that all non-swimmers arrive with a regulation life-jacket to ensure their safety while on the premises.
- 3) Tables sufficient for the size of the party attendees shall be reserved for the party and will be available for the entire length of the party.
- 4) The party hosts, with staff assistance, will ensure that clean-up of the party area occurs before leaving the facility.
- 5) The Rental Agent or Manager on Duty will be identified at the start of the party and be available should any concerns or needs arise.

We hope that all parties conducted on-site during operating hours will be memorable events and that you will want to host another birthday party in the near future. Thank you for considering Northbrook as an option for your event.

Other Rental Rates:

After-hours Pool Rental

Members -- \$150 + Lifeguard fee of \$15/hour (2 lifeguard minimum; exact number of guards needed is determined by size of party)
Non-Members -- \$175 + Lifeguard fees as above

Clubhouse Rental

Members -- \$250, plus one lifeguard if during swim season

As party host, I have read the above Policies and Procedures and agree that I and all of the attendees at the party on the attached list will comply with these rules.

Party Host Signature: _____ Date Signed: ___/___/___

Date of Party: _____ Time of Party: _____ -- _____

Northbrook Party Rental Contract

Party Host (Member's Name): _____ Phone # _____
 Date of Event: ____/____/____ Type of Event: _____

Names of Party Guests (up to 25 including members and non-members)					
Name	<input type="checkbox"/>	Name	<input type="checkbox"/>	Name	<input type="checkbox"/>
1		10		19	
2		11		20	
3		12		21	
4		13		22	
5		14		23	
6		15		24	
7		16		25	
8		17			
9		18			

The form above must be available at the Northbrook check-in stand 30 minutes prior to guests arriving. No guests will be admitted without this form.

Release of Liability

In consideration of the opportunity to rent the pool and adjoining facility at Northbrook Country Club, Inc., I do hereby assume full responsibility for all risk of personal injury, death, or personal property damage for any of the above party attendees occurring while guests of my rental on the property. I hereby waive, discharge, release, hold harmless and covenant not to sue Deloria Kazmierczak, Northbrook Rental Agent, the Northbrook Staff, the Northbrook Board of Directors, the Northbrook membership and the owners and lessees of the property of Northbrook Country Club and any of their offices and employees, from and against any and all liability to the undersigned, his/her personal representatives, assigns, heirs, and next of kin for any and all actions, causes of action, debts, claims, and demands of every kind and nature whatsoever which now exist or which may hereafter arise on account of injury to my person or my guests while I am in or on the property of Northbrook Country Club and/or while I am participating or engaging in activities of my event. I promise to notify all guests of my party that in the event of any injury occurring on the premises that their personal insurance will be used for the coverage of any treatments necessary.

Host's Signature: _____ Today's Date _____

All hosts must be of legal age. The signature of the host signifies that the information on this sheet has been read and understood and along with payment is required prior to a rental of the Northbrook facility.

AUTHORIZING SIGNATURES:

 Northbrook Rental Agent, Dee Kazmierczak

 Northbrook Board Member, Jeff Walker