



PO Box 345, Verona, VA 24482 • 366 Pine Bluff Road, Waynesboro, VA 22980  
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## Party Rental Contract

NAME OF HOST(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

REQUESTED PARTY DATE: \_\_\_\_\_  PRIVATE or  SEMI-PRIVATE (2-HR. TIME: \_\_\_\_\_)

ARE YOU A MEMBER OF PINE BLUFF POOL? \_\_\_\_\_ OCCASION FOR THE PARTY: \_\_\_\_\_

APPROXIMATE NUMBER OF GUESTS THAT WILL BE SWIMMING (may differ from total no. of guests):

Fewer than 25 guests     26–55 guests     56–75 guests     76–100 guests

**Pine Bluff Park and Pool, Inc. (the Pool) and the Pine Bluff Pool member or non-member renting the facility (the Host) agree to the following:**

### **PARTY PROCEDURES AND REQUIREMENTS:**

1. Pine Bluff Pool and its facility are available for Private Party rentals during the pool season, Mondays from 6:00–8:30 p.m. or the second and fourth Fridays of the month from 6:00–8:30 p.m., unless otherwise indicated. Two-hour Semi-Private Parties are allowed during regular operational hours.
2. The most efficient way to reserve a time for a party rental is by paying the fee with a credit card on the Pool's secure website. Party reservations are first-come, first-served—with party dates and times reserved only when paid for in full.
3. No refunds are granted for general, at-will party cancellations. (See exception, #13)

4. All reservations must be confirmed with a signed Party Rental Contract and are subject to approval by the Pine Bluff Pool Board of Directors.
5. The “Host” is the member or non-member who signs and agrees to the terms specified in the Party Rental Contract and the Hold-Harmless agreement prepared and signed by Pine Bluff Pool management. Hosts must be 25 years of age or older. The Host is also expected to read and agree to the Pine Bluff Pool rules and regulations. These three documents will be sent to the Host by the Pool’s party coordinator.
6. A “Guest” refers to anyone attending a party at the Pool—whether they are swimming or not, and whether they are a Pine Bluff Pool member or not. A party’s Guest total includes the Host, the Host’s family members, and invited individuals.
7. Party fees are posted on the pool’s website: **pinebluffpool.com**, under Special Events. These fees are based on the number of Guests attending and, in the case of private parties, on whether the event is held on a Friday or Monday evening. Hosts should be diligent in reporting the maximum number of guests that will attend their party so management can make adequate staffing preparations to ensure the safety of all in attendance.
8. If a Host wishes to invite more Guests than stipulated by the fee level paid for, the Host must pay the next higher fee level. Such a change must first be discussed with the Pool’s Party Coordinator at least one week in advance of the party date, as management will need to secure the required number of lifeguards and other staff for the higher guest count. Pine Bluff Pool does not offer pay-as-you-go, per-person fees for additional party Guests.
9. The number of Guests present at a party must correlate with the number of Guests paid for when the Host reserved the party. For the safety of guests, and to comply with insurance regulations, Pool managers are required to schedule a specific number of lifeguards to be on duty during parties, based on the number of guests paid for. Also see #8.
10. Hosts are responsible for decorations and table set-ups, and they may enter the facility to set up 30 minutes before the party start time. No decorations should be used that will cause damage to the pool or facility. Confetti is not permitted, and no candles, tiki torches, or open flames of any kind will be permitted without prior approval by management.
11. Hosts must be onsite during the entire rental period. Any party for individuals under the age of 18 must have adult supervision at all times.
12. While minor children may be Guests, Hosts must receive permission from the minor children’s parents prior to the children’s attendance.

13. In the event of inclement weather, a Host may choose to (1) cancel and reschedule their party, or (2) cancel and request a refund. For either of these alternatives to be approved by the Board of Directors, the Host must give notification on the day of the party, at least three hours prior to the party reservation time. The Host must notify either the Pool's manager on duty, a Pine Bluff Pool board member, or the Pool's Party Coordinator. (Do not send notifications by email or text since there is no guarantee when a message will be read.)
14. Concession food is available. Outside food and drinks are also allowed. Absolutely no alcohol or glass bottles are permitted. Hosts are responsible for providing plates, cutlery, cups, and napkins.
15. Any Guest with special health requirements should be brought to the attention of the lifeguards upon arrival.
16. Hosts are ultimately responsible for the actions and conduct of their Guests. Hosts should inform Guests of all Pine Bluff Park and Pool, Inc. rules and encourage appropriate conduct. All individuals in attendance are expected to assist and cooperate with the lifeguards. The Pool and its lifeguards reserve the right to refuse the use of the facility to anyone who does not conduct themselves in a safe manner or conform to the Pool rules.
17. Hosts agree to leave the premises in as good or better condition than existed prior to their party. Aluminum cans should be placed in the recycling bin near the concessions window. Trash should be disposed of in the bins provided; when possible, food waste should be tied up in bags and taken to the parking lot trash cans. All decorations must be removed, and tables must be placed in their original locations. Consult with a manager on duty if questions arise.
18. Any property damage will be the responsibility of the Host.
19. While Pine Bluff Pool will do everything to honor these procedures and requirements, the above rules are subject to change at any time.

**I have read, understand, and agree to the above party procedures and requirements.**

\_\_\_\_\_  
**HOST SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**POOL REPRESENTATIVE SIGNATURE**

\_\_\_\_\_  
**DATE**