

PLANNING A PARTY AT MOUNTAINBROOK:

Mountainbrook Club is the perfect place to host your summer party! Please see the following guidelines and steps for you to schedule your Mountainbrook Swim Party:

Party Guidelines:

- All parties must be hosted and attended by a Mountainbrook Member in good standing
- Parties may be held during or outside normal pool hours (or a combination of both).
- Parties must be scheduled at least 10 days in advance at the MB Snack Bar
- There can be only one private party at a time at the pool
- We prefer private parties not occur during normal hours on holiday weekends (Memorial, 4th of July, Labor Day)

To Schedule a party please follow these steps:

1 – CHECK THE CLUB CALENDAR: Check the club website to make sure there are no conflicts with the social or swim calendars (select a 2nd choice in case your 1st choice is not available).

2 – FILL OUT PH POOLS FORM: Print out p. 2 of this form (available on the Mountainbrook Website at www.mountainbrookclub.net) to determine the lifeguard fee (minimum \$36) based on the # of guests and hours of your party.

3 – CONFIRM PARTY DATES AND TURN IN PH FORM/CHECK: Check with the Snack Bar Staff (Jane Reichard, Manager or any other staff member) in person at the pool to confirm your party date/time and turn in your pH form and lifeguard fee check. Jane (or other snack bar staff) will then forward your PHPool form/check to the Pool Manager so that PH can provide the needed lifeguards. (Prior to pool opening (May 28th), the date/time request can be sent to mountainbrook.club@gmail.com for confirmation with “Party Request” in the subject field.)

4 – (Optional) – RESERVE PAVILLION – If you’d like to reserve the picnic pavilion as well for your gathering, you’ll need to request the use of this through the MB Civic Website (the Pavillion is operated by Anne Heinig Park, not Mountainbrook Club, Inc). There is a \$35 flat fee for usage of the Pavillion. The Request form is located here:

http://www.mbcivic.com/park_request

5 – PAY GUEST FEES – On the day of your party, Guest fees will apply to any party guests who are not members of Mountainbrook (\$3 on weekdays, \$5 on weekends, per person). A check should be made out to Mountainbrook Club and submitted to the Snack Bar at the start of the party.

Request for Pool Party – Mountainbrook Swim/Raquet Club

Sponsor Name: _____

Community: Mountainbrook Club __

Address: _____

City, State, Zip: _____

Phone: _____

Date of Party: _____ Time Requested: _____

Date/Time approved by: (MB Representative) _____

Number of People Attending (including swimmers and non-swimmers): _____

<u># People Attending</u>	<u># Lifeguards Required per hour</u>
1-25	1
26-50	2
51-75	3
76-100	4

Number of Lifeguards Required (Please use chart above): _____

Multiply the # guards required by the # hours for the party: _____

Multiply the total labor hours by \$18.00 per hour: _____

This is your total. (\$36.00 minimum required)

****Turn this form and check payable to “pH Pool Management” into the Mountainbrook Snack Bar when you confirm and schedule your party at least 10 days in advance****