



PARTY GUIDELINES

May 2023

Party Initiation, Deposit Fees and Final Payment

- Once a member requests a party date, the Pool Manager will verify and determine if that date is available. A confirmation email will be send, and a \$100.00 refundable cleaning deposit is required two weeks prior to your party.
- **Deposit Payment Options:**
 - Venmo – [@larkeypool](#)
 - Paypal – <https://www.paypal.com/paypalme/larkeypool?country.x= US&locale.x=en US>
- Once your deposit is received, you will receive a link to a SignUpGenius page where you can input your headcount. Headcount is required a week before the date of the party.
- Final payment cannot be processed until headcount is done. Final payment needs to be received prior to the day of your party.

General Party Guidelines (regardless of size)

- Parties can be scheduled Mon-Thurs 1:00-6:00pm and Fri-Sun 12:30-6:00pm.
- A Larkey Member is required to book any party, even those for non-Larkey organizations. This Larkey Member must remain present during the entire party.
- All parties must have a 1:6 adult/child ratio.
- All Party guests (including Larkey members) must sign in on the party sheet with the Party Lifeguard, who will be in a red shirt.
- All guests under the age of 18 must have a signed waiver. Waiver must be signed by their guardian.
- Party guests must follow pool rules and Lifeguard instructions.
- NO GLASS ON DECK!
- The Party Area must be cleaned and as you found it when you arrived. The Party guard will walk through to do a check in prior to the party and then will do a check with you at the end. All garbage goes to the dumpster and bins relined.

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1-25 Guests requirements (\$160)

- Includes 1 party guard, trash take out, and party area.
- Pool manager will hire party lifeguards.

26-50 Guests requirements (\$260)

- Includes 2 party guards, trash take out, and party area.
- Pool managers will hire party lifeguards.

51-80 Guests requirements (\$360)

- Board approval is required at least 3-4 weeks in advance of the party.
- Includes 3 party guards, trash take out, and party area.
- Pool manager will hire lifeguards.

Private Party (During non-operational hours)

Board approval is required.

- **Minimum 25 Guests, \$200.00 minimum.**
- Host must provide a list of all participants (swimmers and non-swimmers).
- 48 hour cancellation notice for refund of deposit.
- Pool manager will hire lifeguards.