

CSTC Party Request Form

Member Name:
Address:
Phone:

Today's Date:
Member Number:

Date requested for party:

Number of guests (including members):

Number of non-member guests:

Pavilion Requested:

Do you want to pay for your non-member guests?

Time: 12:00-4:00 or 5:00-8:00

Manager's approval: _____

Party Rules for Member Reference

- A. Parties must be scheduled in advance. Parties can occur any day of the week from **12:00pm to 4:00pm or 5:00pm to 8:00pm**. No parties will be scheduled on any day in which a holiday falls. In addition, the club reserves the right to block off dates around holidays or club events, thus preventing parties during those dates. No parties will be scheduled Memorial Day weekend, Labor Day weekend, or the weekend(s) around July 4th.
- B. Parties are limited to two per day; one to be held in the new pavilion and one to be held in the tennis pavilion. Half of the new pavilion is set aside for members not attending the party to enjoy.
- C. No more than **15 non-member guests** may attend the party. Any special requests for larger parties must be pre-arranged, approved by the Club manager and occur in the tennis pavilion.
- D. Non-member parents who attend a party with a child guest will not be charged a guest fee if they do not swim or play tennis.
- E. Members scheduling parties are responsible for oversight of guest activities and behavior; payment of all guest; and clean up of the party decorations and food. **Exiting the pavilion must occur prior to 4:00pm or 8:30pm.**
- F. Party guests will be charged **\$5 for 12-4pm parties and \$2 for 5-8pm parties**. Attendance at a party will not count toward a guests annual visit limitation.
- G. Members will be charged a **\$20 facility use fee** for a party when the pavilion is used. Additional fees may be charged for larger groups. **No parties will be reserved until the \$20 facility fee is received.**
- H. Members are permitted to have two parties per season; one in the old pavilion and one in the new pavilion.
- I. No outside food trucks or ice cream trucks.

Party Date and Time:
Pavilion Reserved: