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# HAMMOND HILLS SWIM & TENNIS ASSOCIATION

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## PRIVATE PARTIES

The pool is available any night after closing until 11:30 PM, excluding scheduled general parties, and subject to availability of a lifeguard. The following procedure must be followed for renting the pool facility for private parties:

FOR INSURANCE LIABILITY PURPOSES THERE WILL BE NO EXCEPTIONS TO THE COVERAGE POLICIES:

1. All Parties must be approved by Pool Chair.
2. There is a \$25.00 per hour charge per lifeguard with a 2 hour minimum (\$50.00).
3. Parties must be booked 7 days in advance with Hammond Hills Swim & Tennis Association. There is ***\$25 late registration fee if the party is booked less than 7 days in advance. HHSTA does not guarantee coverage on parties booked less than 7 days in advance.***

Hammond Hills Swim & Tennis Association  
P.O. BOX 720017 Atlanta, GA 30358  
[parties@hhsta.com](mailto:parties@hhsta.com) Email 404-256-2763 Fax

**Payment is due at time of request. Guards will not be scheduled until payment is received. (Remember there is a 2 hour minimum on all parties)**

# of attendees	# of guards	Amount per hour
1 to 25	1	\$25
26 to 60	2	\$50
61 to 100	3	\$75
101 or more	4	\$100

4. Please note that "number of attendees" is the TOTAL PARTY ATTENDEES, and not the estimated number of swimmers. HHSTA reserves the right to shut down a party if it is significantly under guarded. Please be accurate!
5. One additional guard is required for any party involving teenagers, college-age people or when alcohol is served.
6. It is understand that if I fail to cancel and he/she shows up, the guard will be paid and I will not receive a refund.
7. A sponsor may cancel with 24 hours notice to receive a full refund. Parties cancelled with less than 24 hours notice will receive a 50% refund. If a party is cancelled due to inclement weather, a full refund will be issued

**Children's parties** may be held during pool hours with the following restrictions:

1. Children's parties (children 12 yrs and under) with no more than 16 in attendance
2. Adequate adult supervision must be provided by the member hosting the party to assure the party will not impose on the members using the pool.
3. The regular guest fee will be paid for those guests who are not pool members.
4. The party must be scheduled

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**2010 HHSTA POOL PARTY REQUEST FORM**

Date of Party: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*There is a two hour minimum per party\*

Sponsor's Name: \_\_\_\_\_

Sponsor's Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Age Group: \_\_\_\_\_

\*Please note that "number of attendees" is the TOTAL PARTY ATTENDEES and not the estimated number of swimmers\*

Will alcoholic beverages be served? Yes No

\*One additional guard is required for any party involving teenagers, college-age people or when alcohol is served\*

Please initial one of the following:

I would like HHSTA to automatically cancel my lifeguard(s) if there is bad weather. \_\_\_\_\_

I will call HHSTA 2 hours in advance if I wish to cancel the lifeguard(s) due to bad weather. \_\_\_\_\_

**\*I understand that if I fail to cancel and the lifeguard(s) show up, I will not receive a refund\***

A sponsor may cancel with 24 hours notice to receive a full refund. Parties canceled with less than 24 hours notice will receive a 50% refund. If the party

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Sponsor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pool Chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment method: (circle one) Cash Check

**HHSTA USE ONLY:**

Confirmed with and Date: \_\_\_\_\_ Confirmed by and Date: \_\_\_\_\_

Guards' Names: \_\_\_\_\_