

# TUCKAHOE RECREATION CLUB

## Reservation Form for Facility Rental

For Hill Area, Lower Patio Area and Multi-Purpose Room

Tuckahoe Recreation Club welcomes private events sponsored by members. The rules below have been adopted to ensure fairness to all members and to assist in the smooth management of the pool. The staff will make every attempt to ensure compliance with these rules so that all members may enjoy the facility equally.

1. Reservation form and payment must be submitted before reserving a time for your event.
2. Parties can be scheduled up to 30-days in advance by an adult member of the pool. Parties are scheduled with the front desk attendant. **General Manager has final approval for scheduling.**
3. There is a \$75 fee to host your party at TRC. **Parties are limited to three hours.** This fee must be paid with your reservation form. You must move your group out of the area after the three hour time period or you will be charged additional hours.
4. A \$100 deposit fee is also required with your reservation form. This deposit is to secure the area, to ensure no damages are incurred during the event and that the rental area is cleaned up after your scheduled event (this includes removing your trash, wiping tables and removing all decorations). The deposit may be used to cover outstanding guest fees after your event at Manager's discretion.
5. If the pool must close unexpectedly due to weather, staff will be available to help you reschedule. Outside parties **WILL NOT** be moved inside.
6. All individuals entering the facility for your party must sign-in at the front desk. Non-members (children & adults) will be charged the guest fee. All fees are payable at the end of your event.
7. The sponsoring member is responsible for the safety and welfare of their guests. Guests are expected to comply with the rules and regulations of TRC and the manager may halt a party at his discretion if the guest's behavior violates the rules. If this should happen, refunds will not be permitted.
8. There is a maximum of 30 people (adults and children) per party allowed in the outside facilities and 20 people (adults and children) per party allowed in the inside facilities.
9. TRC cannot store any food items in the snack bar freezer/refrigerator for your event.
10. **Glass containers are not allowed at TRC.** Alcohol is permitted, but only at the top of the hill area

**To reserve your event space, complete the form below and return with payment to the front desk.**

Sponsoring Member Name: \_\_\_\_\_

Member #: \_\_\_\_\_ Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Date requested: \_\_\_\_\_ Time requested (3 hour max): \_\_\_\_\_

# of Adults: \_\_\_\_\_ # of Children \_\_\_\_\_

Area Requested (check one)       Hill       Patio       Multi-Purpose Room

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receptionist: \_\_\_\_\_ Date: \_\_\_\_\_ Manager Approval: \_\_\_\_\_