



Party Reservation Form Highland Community Pool

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2123 Park Street
PO Box 218
Highland, IL 62249
www.highlandil.gov

Date of Party: _____

Party Time (circle reservation time) Maximum: 25 guests

Friday: 5:00-6:30

Saturday: 12:00-1:30 / 2:00-3:30 / 4:00-5:30

Sunday: 12:00-1:30 / 2:00-3:30 / 4:00-5:30

Please check the pool schedule prior to planning your party.

All changes to initial food orders need to be called in by the Wednesday prior to the weekend.

Place the number of one topping pizzas, including the 2 in the base package:

___ Cheese ___ Pepperoni ___ Sausage ___ Supreme ___ Other (one topping only) _____

Total # _____ (\$7 for each additional pizza, 10 slices per pizza)

Wording on Cake (if applicable): _____

Host Name: _____

Address: _____

Phone: (home) _____ **(cell)** _____

Child's Name: _____ **Age:** ___ **Gender:** male / female

When do your guests plan to swim?

___ Before your party

___ After your party

___ Both

This time is not limited. All day admission is included in package.

Party Packages include 15 guests. Additional charges apply to guests beyond the first 15, including adults.

Total Number of Guests: _____ (\$3 for additional guests)

Season pass holders does not exclude guests from being charged. These guidelines have been set due to the party area not being included in daily admission or pass. These guests are accessing additional services such as picnic area, food, drink, utensils, clean up, etc. If you are unsure of the number of guests, you need to let the Highland Parks and Recreation Department know at least the Wednesday prior to the party. A guest list is required before the arrival of the first guest.

	<u>PP1</u>	<u>PP2</u>	<u>CC</u>
Season Pass Holder:	\$90	\$75	\$60
Non-season Pass Holder:	\$105	\$90	\$75

Damage Deposit \$50 Check # _____ **Payment** _____ **Cash / Check #** _____ / **Credit Card**

Check here to allow credit card to be held for damage deposit.

Employee Name: _____

****I have read and understood the information on both sides of this form.****

Signature: _____ Date: _____

Party Agreement

All Parties Include:

- An hour and a half in the picnic area.
- Utensils such as paper plates, forks, napkins, and cups are provided.
- A staff member will be available to help set up, deliver the food, to sweep up after the party, and to answer any questions. Renters are responsible for clearing all tables and placing trash in trash cans.
- Daily admission for guests using the facility

IMPORTANT AGE REQUIREMENTS & INFORMATION

- ◆ One adult is required in the water with proper swim attire for every five children and under 9.
- ◆ Proper swim attire is required in the pool. Cover ups are allowed.
- ◆ All regular pool rules apply during party.
- ◆ No glass bottles or containers may be brought into the pool area.

<u>Pizza Pizzazz (PP1)</u>	<u>Pizza Pizza (PP2)</u>	<u>Cake and Cream (CC)</u>
-2 Large Pizzas (20 slices) -DQ Ice Cream Cake -Unlimited Soda \$90 pass holder \$105 non \$7.00 per extra pizza	-2 Large Pizzas (20 slices) -Unlimited Soda \$75 pass holder \$90 non \$7 per extra pizza	-DQ Ice Cream Cake -Unlimited Soda \$60 pass holder \$95 non

You may provide:

- Food or drink, other than alcohol, that does not accompany the package
- Utensils if a special theme is desired
- Gifts and games

*** You are responsible for cleaning up the majority of the mess so the staff only needs to sweep the floor and wipe off the tables.**

*** Please check the pool schedule prior to planning your party.**

* A \$50 damage deposit is required in the form of a check or money order and will be returned approximately one week after the party if no damaged occurred.

* Cancellations will receive full refund up to two weeks prior to party, half of cost up to two days prior, and no refund beyond two days prior to party.

* If lightning or thunder occurs during your party, all swimmers must get out of the water and stay out of the water at least fifteen minutes after the last lightning bolt or thunder sounded. If you are out of the water for more than thirty minutes, your party fee will be pro-rated to the nearest quarter of an hour and a refund will be processed for that amount.

* After you have read the above guidelines, please sign the front of this form.



For office use only:

Soda: Pepsi / Mt. Dew / Rt. Beer

Dr. Pepper / Sierra Mist / Diet Pepsi

GUEST LIST

Highland Community Pool

Party Host _____ Child's Name (if applicable) _____

Party Date _____ Time _____

List all guests that RSVP prior to the party. The guest list may be updated at anytime. Include guests that are pass holders of the Highland Community Pool. If a guest will be paying their own fee, please place an asterisk by their name.

Reminder: We require one adult for every five children under 9 in the water with proper swim attire.

NAMES: \$3 fee beyond the first 15 guests, maximum 25 guests

1.	14.
2.	15.
3.	16.
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5.	18.
6.	19.
7.	20.
8.	21.
9.	22.
10.	23.
11.	24.
12.	25.
13.	

TIPS TO A SUCCESSFUL PARTY

1. GUESTS UNDER 9 MUST HAVE DIRECT SUPERVISION AT ALL TIMES, WITH AT LEAST ONE ADULT DRESSED IN SWIM ATTIRE AND IN THE WATER FOR EVERY FIVE CHILDREN.
2. PROPER SWIM ATTIRE IS REQUIRED IN THE POOL. COVER UPS ARE ALLOWED.
3. ANOTHER PARTY MAY BE SCHEDULED BEFORE AND/OR AFTER YOUR 1 ½ HOURS IN THE PICNIC AREA. WE NEED EVERYONE'S COOPERATION IN VACATING THE AREA PROMPTLY TO PREPARE IT FOR THE NEXT PARTY.
4. PARTIES INCLUDE ADMISSION FOR THE DAY. YOU MAY USE THE FACILITY PRIOR TO OR AFTER YOUR 1 ½ HOURS IN THE PICNIC AREA.
5. FOOD ORDER CHANGES ARE APPRECIATED AS SOON AS POSSIBLE AND ACCEPTED NO LATER THAN THE WEDNESDAY MORNING PRIOR TO THE PARTY.
6. A GUEST LIST SHOULD BE TURNED IN PRIOR TO THE FIRST GUEST ARRIVING.
7. REMEMBER TO INCLUDE ALL CHILDREN AGES 3 OR OLDER AND ALL ADULTS WHEN FIGURING YOUR TOTAL ATTENDANCE.
8. MOST IMPORTANT – HAVE FUN!