

Hunter Mill Swim & Racquet Club Gazebo/Clubhouse Reservation



This document provides information for hosting an event at the Hunter Mill Swim & Racquet Club. It can be used for rentals of either the outdoor gazebo or the indoor clubhouse space. Please read and follow the instructions below to complete and submit the required information to ensure an efficient reservation process. Rental fee is \$50.00 – a separate \$25.00 is required to serve as a cleaning deposit. Questions can be directed via email to Social@huntermill.org.

Reservation Process

1. Read all policies for reserving and hosting your event. Please specify whether you would like to rent the outdoor gazebo or indoor clubhouse area.
2. Complete Reservation Information and submit to Social@huntermill.org (inquires on date availability can be made to this email as well)
3. Write two checks made payable to Hunter Mill Swim & Racquet Club
 - a. \$50.00 – rental fee
 - b. \$25.00 – cleaning deposit
4. Mail this form along with both checks to 10339 Brittenford Dr. Vienna, VA 22182 - or drop in Club mailbox located on cul-de-sac on Willow Crest Court, opposite pool entrance. Please keep a copy for your reference.

Club Policies for Events

- 1) Reservations require approval by a member of the Board of Directors. Requests made less than two weeks in advance of event are subject to Board availability to review and approve.
- 2) No more than two events can be scheduled on one day and time may not overlap. Events are scheduled based on the order in which completed reservation materials are received.
- 3) Events are limited to three hours. Events must complete no less than ten minutes prior to pool closing time. Event area must be clean at this time and check out performed with pool Manager on-duty.
- 4) Member is responsible for guest fees for all non-members who attend event. Member must provide total number of guests to pool Manager and receipt will be issued.
- 5) Alcoholic beverages are not permitted anywhere on the Club grounds and facilities. Glass is not permitted on Club grounds at any time.
- 6) One adult must be present for each four persons under the age of 16. Member is responsible to ensure persons follow Club rules and instruction of Life Guards and Club Staff at all times.
- 7) Member is responsible for cleaning event area. Member is financially responsible for any damage to Club property resulting from event. Failure to properly clean event area will result in forfeiture of the \$25 cleaning deposit.

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Reservation Information

Membership Number: _____ Name: _____

Phone: _____ Email: _____

Event Date : _____ Time (Start/End): _____

Type of Event: _____ Number of Adults: _____ Children: _____

Primary area for event: _____ Gazebo _____ Clubhouse

Grill will be used for event: ___ Yes ___ No

(Note: Propane is NOT provided by Club; you must bring & take your own propane).

Special Notes/Instructions:

Approval

I agree to and understand that the sponsoring Member (Parent/Guardian) must be present at all times. I also will provide the names of non-member guests and acknowledge that a \$5.00 per person fee will be invoiced to Member account.

I have read and agree to the Club policies for the event described on this form. I understand that deposit funds will not be returned if event area is not left in clean condition at conclusion of event based on review with pool manager. I also agree that I am financially responsible for any damage done to the facility &/or items within the facility and my deposit will be credited to those charges.

Sponsoring Member Signature

Board Member Signature

Pool Manager Use

Deposit Check Returned: ___ Yes ___ No

If no, reason:

Pool Manager Signature: _____