



Private Party Reservation Checklist

Member Name: _____ Phone: _____

Date of Party: _____ Day of Week: _____

Please complete the following checklist. **YOU MAY NOT HOLD YOUR PARTY UNLESS THIS CHECKLIST IS COMPLETED BY YOU AND THE PARTY CHAIRPERSON (OR THEIR DESIGNEE).**

Reservation Form

I have completed and signed the Private Party Reservation Form and will abide by its requirements.

Initial: _____ Party Chairperson Initial: _____

Lifeguard (Complete either (A) or (B), as applicable)

A. I have hired a lifeguard for the duration of my party.

Initial: _____ Party Chairperson Initial: _____

I am providing copies of the required American Red Cross lifesaving and CPR certifications for my lifeguard.

Initial: _____ Party Chairperson Initial: _____

I am providing a completed and signed copy of the "Acknowledgment Concerning Lifeguards at Private Parties" (a copy of which is in this Private Party Packet).

Initial: _____ Party Chairperson Initial: _____

I understand that I am solely responsible for ensuring compliance with the "Lifeguard Rules for Private Parties" (a copy of which is in this Private Party Packet).

Initial: _____ Party Chairperson Initial: _____

B. I have not hired a lifeguard for my party and am providing a completed and signed copy of the "Acknowledgment Concerning Lifeguards at Private Parties – No Lifeguard Available or Required", including a signature of one of the named Board officers.

Initial: _____ Party Chairperson Initial: _____



Check

I am providing a check for \$50.00 made out to the Sunset Lake Association, as a cleanup deposit (which will be refunded if all rules and requirements are complied with).

Initial: _____

Party Chairperson Initial: _____

Rules

I understand that I must clean up satisfactorily after my party, as determined by the party reservation chairperson (or their designee). A "Private Party Cleanup Checklist" is provided in this Private Party Packet and represents the minimum required cleanup for your party. Your signed Private Party Cleanup Checklist must be returned to the party reservation chairperson (or their designee) within twenty-four (24) hours of the scheduled end of your party.

I understand that all "Private Party Rules" and "Beach Rules" (copies of which are in this Private Party Packet) must be followed.

I understand that the beach, clubhouse, bathrooms, playground, parking lot and all other association facilities are open to all members, even during my private party.

Initial: _____