

PAVILION REQUEST

Colonial Heights Swim & Yacht Club, Inc.
1225 Duke of Gloucester Street, Colonial Heights, VA 23834
804-526-3578

- No phone reservations will be taken. Completed request form must be submitted to the Manager on duty, in person, for your date to be confirmed.
- SYC member booking party MUST remain on pool premises during entire event.
- Guest list MUST be returned 2 days prior to your party – (see fees below).
- Guests (members AND non-members) attending your party must be listed by individual name.
- There is a 3-hour time limit on pavilion use however guests may stay to swim beyond 3 hour limit, as long as member remains on site.
- Pavilion must be cleaned and cleared by 8:30 p.m.

FEES:

- Pavilion rental MUST be paid at Manager’s office at the time the reservation is made.
 - \$30 for parties held on Monday – Thursday
 - \$40 for parties held on Friday - Sunday
- An additional \$5 will be charged if the completed guest list is not turned in to office 48 hours before the party. (note – names can be added to or deleted from the list the day of the party at check-in – having the list in advance allows management to ensure proper staffing the day of the party)
- Guest fees are \$2 per person for all non-members. All non-member guests must pay a guest fee . . . even if NOT swimming!
- If the pavilion is not cleaned, i.e. all trash in receptacles, floors swept and tables and floors hosed down, a \$25 cleaning fee may be charged.
- Parties of 50+ guests will be required to pay an additional \$10/hour lifeguard fee.

TO BE COMPLETED BY MEMBER . . .

Today’s Date - _____	Membership # - _____
Member Name - _____	Phone # - _____
Member Signature - _____	Estimated # of Guests: _____
Party Date - _____	Party Time - _____
Purpose of Party - _____	Grill Needed? Yes No

Manager Name - _____	Fees Paid
Manager Signature - _____	Reservation Fee - \$ _____
	Lifeguard Fee - \$ _____
	TOTAL - \$ _____