**MHC Private Party Application Rules**  
**2023 Procedures and Fees**

**Party Rules**

1.   Sponsor must be a Mansion House Club member in good standing.

2.   Sponsor may have exclusive use of the covered pavilion adjacent to the pool clubhouse during the approved party timeframe. Sponsor may not have exclusive use of any other inside or outside facilities.

3.   Sponsor is responsible for their guests and will be held financially responsible for any damage caused by said guests during the party.

4.   Party is to be held during regular operating hours between 11:30am and 9pm.

5.   At least one additional lifeguard will be provided by the pool management company through MHC for the duration of the party, if needed. The wages for such lifeguard will be paid out of the lifeguard fee outlined below.

* **Procedures for Approval**   
    
  1) Sponsor must email ([secretary@mansionhouseclub.com](mailto:secretary@mansionhouseclub.com)) MHC Private Party Coordinator (PPC) to confirm availability of desired date before submitting Private Party request form online. PPC must pre-approve the requested date confirming that the party date/time does not conflict with a swim/dive meet or other scheduled activity at the pool.  
  2) PPC will confirm availability and Sponsor will be Invoiced for Facility Fee (**see Fees below**).  
  3) Upon receipt of Facilities Fee payment, PPC will have date blocked on MHC Calendar, and PPC will email Sponsor MHC Private Party Guest List excel Form, as well as the link to MHC online ‘Private’ Party [Request Form](https://docs.google.com/forms/d/1_f9RDhzb25a8nSiNHku7D-qrJq2NsJ4NxDYoBI2pa-M/edit).   
  4) **NOTE:** Guest List excel Forms must emailed to Secretary, and ALL Payments for Non-Member Guest fees\* with no guest passes must be made in FULL by cutoff date which is seven (7) working days prior to the Party date requested by the Sponsor.   
    
  **Fees Schedule (for ALL parties\*\*):**   
  **1) Facilities fee (This is a one-time flat fee charge per party):** $75 to be paid to MHC upon confirmation that desired date is available. This payment will block your date off on the MHC calendar. When paying, there will be a $5 processing fee automatically added regardless of payment type.
* **Additional lifeguard fee:** If more than one lifeguard/chaperone is required due to the number of guests of the party, an additional $25 per hour per lifeguard will be charged. It will be at the discretion of the pool management company if additional lifeguards for a private party shall be needed. \*\*10 or more guests are considered a party and the sponsor is required to pay fees in accordance with the fee schedule list. The MHC PPC will notify the sponsor at the time of application if more than one lifeguard must be assigned for the party based on guest total. Sponsor will be invoiced accordingly.

**2**) **Guests**: Sponsor is responsible for accurately recording guest information (full name, and contact information of all guests (MHC member & Non-Member or responsible party for minors) on provided excel form. Once complete, email to your PPC. Hours of party and other pertinent information regarding party must be entered within the online [request form](https://docs.google.com/forms/d/1_f9RDhzb25a8nSiNHku7D-qrJq2NsJ4NxDYoBI2pa-M/edit) prior to requested cutoff date.   
  
**3) Non-Member Guest Fees\***: $5 per guest (or 1 guest pass). This fee is waived if guests are members of MHC. All guest fees\* will be invoiced to Sponsor after the Guest List is received. All invoices must be paid in full prior to event and stated cutoff date. The age requirement for guest passes is five (5) years old and older. Age Four (4) years and younger does not require a guest pass. They are the responsibility of the Member.  
  
**4**) **Prior to Day of Party:** A guest list will be provided to the Sponsor and the front desk staff to keep account of who is on site. If Non-Members are marked as being provided with a ‘Guest Pass’ by the Sponsor, please arrive early to drop off the accurate number of Guest Passes to account for those Non-Members. If an incorrect number of Guest Passes does not match what is shown on the approved Guest List that was uploaded, the Sponsor will be invoiced $5 for each Non-Member that does not have a Guess Pass. Full payment and all guest names are due electronically to Mansion House Club by cutoff date which is, seven (7) working days prior to the event. No cash will be accepted.  
  
  
**ITEMS TO BE COMPLETED BY SPONSOR ON DAY OF PARTY  
  
Pre- and Post-Party Checklist:**  
 **Bring Non-Member Guest Passes to Turn in** \_\_\_\_\_

**Grills turned off and cleaned; patio swept \_\_\_\_\_\_\_\_\_\_\_**

**Kitchen clean; leftover food removed \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trash related to party is put into dumpster \_\_\_\_\_\_\_\_\_\_**

**Chairs and tables returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Decorations and tape\* removed from tables \_\_\_\_\_\_\_\_\_\_\_**

**Book Next Party Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please contact the WebAdmin (secretary@mansionhouseclub.com) with questions or changes that need to be made to guest names after they have been sent to your PPC. Changes can’t be made after the seven-day cut off period stated in the rules.   
  
**Pro Tip: I**nformation is needed for all members and guests attending. Think of this as if you were planning a party at home and need an RSVP from your guests as well as the total number of people attending. We need the same thing… and it’s our policy!    
  
**\*Tape is NOT allowed, or any other type of adhesive allowed to be used to secured party decorations to the ceilings or poles in the pavilion area.**