



**Cedar Hill Club**  
 156 Cedar Grove Lane, Somerset, NJ 08873  
 PO Box 5201, Somerset, NJ 08875

## PARTY REQUEST FORM

**(Non-Board Scheduled Function, i.e.: Birthday, Team, Adult Party)**

**Request/approval process:**

- Party request form must be completed at least 72 hours in advance of the party date (NO EMAIL).
- CHC Office staff or operations chairperson will contact you – without a verbal or email approval, the party will not be considered approved.
- Contact information must be provided.
- No parties will be approved prior to Opening Day of the club.
- Parties must be approved by the club manager/and or Operations Chairperson.

**Policy:**

- For every 10 children under the age of 18 there must be 1 adult bond member present for supervision.
- No more than 30 guests for per party.
- Members do not have to use guest passes.
- Bond members are responsible for telling guests to drop off and pick up in the lower parking lot.
  - Guest pick up and drop off at the front gate – others will not be permitted to enter the club
- The fee is the regular guest fee for that day for each guest.
- A list of all guests, both members and non- members (children & adults), must be provided before an approval can be obtained.
- Guest fees apply to non member guests only but all count for the number attending the party and must be listed.
- Approval or denial will be based on the number of parties or expected activity on any given day and at the discretion of the manager and operations chairperson.
- Approval/denial will be noted on the form which resides in the party binder in the main office.
- Parties with greater than 15 attendees will be assessed a lifeguard fee.
- The additional staff is required to prevent the party from placing a burden on the regularly scheduled staff and the impact on the general membership and will be determined by the size/date/time of the party. – THIS IS NECESSARY FOR SAFETY REASONS –
- The cost of each additional guard is \$8.50/hour and the payment is the responsibility of the bond member requesting the party. This guard will be added to the general lifeguarding staff not as staff assigned to the party.
- Party requests for weekdays are most likely to be approved.
- Weekend parties or parties on dates when events are schedule will be very limited and difficult to approve.
- Adult parties follow the same rule; however, the minimum number of attendees is 10 adults. If 10 adults are not attending, guest passes must be used. Again guest fees are the same fees for individual guest on that day.

**\*\* Forms MUST be handed in hard copy to the CHC office to get in queue for the party approval process. \*\***

Bond Member Helping with Supervision	Bond #

