

The Embry Hills Club, Incorporated
Party Planning Guidelines & Forms

Pool Address: 3131 Alton Road, Atlanta, GA 30341

Pool Hours: Please see www.embryhillsclub.com for regular pool hours.

What is required to schedule a party?

If you are a member in good standing of EHC, you may reserve the pool and/or clubhouse for a private party.

All parties are scheduled on a first come, first served basis.

Please refer to the club calendar at www.embryhillsclub.com to verify if your desired date is available. Contact the Social Chairman to reserve your date and time.

Events coordinator:

1. Receive and Review the Embry Hills Club Party Information packet
2. Complete the Party Reservation form. If you require additional lifeguards, you will be given information on how to request additional guards.
3. All parties should be scheduled at least two (2) weeks in advance. Should you cancel, the social chairperson should be contacted immediately.
4. There is a \$25 usage fee for clubhouse rental.
5. If your party is held when the pool is not regularly open, you will need to obtain a key from the social coordinator 24 hours prior to your party. The key should be returned by 2pm the following day.

When can I schedule my party?

A party can be scheduled at any time during the summer provided that you are able to schedule a life guard for your party. The following exceptions will apply.

During the portion of the year when the pool is open, weekend parties may only be scheduled between 11am-2pm and 5-7pm. If it is a holiday weekend, Memorial Day, 4th of July or Labor Day, parties should not be scheduled on these days or on the day before these events.

Parties should not conflict with pool sponsored events.

Only one party may be scheduled at a time.

All private parties must end by 11pm. Please be considerate of our neighbors.

How many guests may I have at a pool party?

During hours when the pool is open, party size is limited to 20 people. This includes swimmers, non-swimmers, supervisors, members and non-members.

There will be a guest fee of \$3 per non member guest. Payment for non member guests should be made to the social chairperson within three days prior to the party date.

Please have adequate supervision for your guests. One adult per 4-6 children is suggested.

If you plan to host a party of 40 or more or a teenage party, the host must meet with the social chairperson. Teenage parties will require 2 parental chaperones per 10 guests. Security must be hired if guests number 40 or more.

There will be a \$100 cap on guest fees for member pool parties held after hours.

The maximum number of attendees at an after-hours pool party is 100.

What does proper clean up require?

1. Remove all decorations.
2. Clean and neatly re-stack the tables and chairs.
3. Sweep and wet mop the clubhouse floors.
4. Clean the counter and sink with your cleaning supplies.
5. Put the garbage into large plastic bags in the garbage cans, securely fastened and placed outside.
6. If your party is on a Sunday or Wednesday, please place garbage/recycling next to the street.
7. Put new liners in the garbage cans. Liners can be found in the cabinet to the right of the sink.
8. Remove all of your food/drink from the refrigerator or freezer.
9. Do not leave any bottles or other debris on the clubhouse porch or in the pool area.
10. If the heater is used, reset the thermostat to 50 degrees or as low as possible.
11. Close all windows.
12. Turn off fans and all clubhouse, pool and bathroom lights.
13. Bathrooms: flush commodes, pick up all garbage off the floor/sink and dispose of garbage per 5-7 above.

How do I schedule lifeguards?

You are responsible for scheduling the lifeguards needed for your party if your party takes place when there is not a lifeguard on duty. To schedule a lifeguard, contact Lifeguard Coordinator. Life guards are \$9 per hour.

Your party must conclude before the lifeguards may leave.

If you cancel your party or if there is a change of date or time, you are responsible for notifying the lifeguards and the Social Chairperson.

The number of lifeguards you must provide is as follows:

Number of Guests	When party is held before or after pool hours	When party is held during pool hours
Swimming, nonswimming, Members, non-members		
0-12	1	0
13-20	1	1
21-25	1	N/A
26-60	2	N/A
61-100	3	N/A

Note: An additional guard should be hired for any teenage party, college party, or any party involving alcoholic beverages.

Lifeguards will have one 10 minute break each hour.

Lifeguards are there to lifeguard ONLY.

Non-Member Rental

The board will determine on a case by case basis if the clubhouse/pool will be rented to a non-member. If a non-member would like to rent Embry Hills Club for a party they must be sponsored by a member and the member must be present for the entirety of the party. The maximum number of guests for a non-member rental will be 75.

Fees for Non-Member Rental

\$5 per person guest fee

\$50 Usage Fee

\$200 Security Deposit— Failure to clean and close the clubhouse according to the checklist will result in forfeiture of the security deposit.

Clubhouse by youth groups

The clubhouse is available for usage by these groups. The group is asked to pay a \$100 usage fee for the year at the beginning of their meeting year. The group should fill out a reservation form indicating their reservation dates and turn this in to the Social Chairperson.

Private meetings for members

The \$25 usage fee will apply to members who reserve the club house for a private meeting.

Member sponsored activities

Reservation and rental agreements for activities such as organizational meetings, personal enrichment or special interest groups will be decided on a case by case basis. The member coordinating the event should present the board a proposal for the event at least SIX weeks before the event.

Private Parties – Clubhouse Rental for Members

For the purposes of this section of the rules only (Clubhouse/Private Party Rules) Guest shall refer to any non-member of the Club. Maximum number of Guests is (100) one hundred.

1. The clubhouse may be used by Members for private parties at the cost of \$25 usage fee.
2. Reservations may be made by contacting the Social Chairperson of the Club. Requests should be made for a reservation at least two weeks in advance.
3. If a reservation is cancelled, the Social Chairperson should be notified immediately.
4. All private parties must end by 11pm.
5. Be considerate of our neighbors. Don't be loud after 10:00 p.m. per DeKalb County ordinance.
6. The Club keys may be secured from the Social Chairperson or the President twenty-four hours before the reservation and should be returned by 2:00 p.m. the following day.
7. Teenage parties using the clubhouse must have 2 parental chaperones per ten Guests. A policeman must be hired if Guests number 40 or more.
8. If you hold a private party, you must clean and clear the clubhouse and restrooms before 1:00 p.m. the following day. Should there be another party before 2:00 p.m., you will be asked to do this in time for the next party.
9. Per DeKalb County ordinance, no smoking allowed in clubhouse or within twenty feet of the clubhouse doors.

TO MAKE A PARTY RESERVATION

You may call or email the Events Coordinator to schedule a date before completing the required paperwork, however, that date is not officially reserved until the reservation forms and deposit are received by the Events Coordinator

- Review the EHC Party Information packet
- Complete the attached form.
- Attach a separate check for the \$25.00 usage fee.
- Return all of the above AT LEAST ONE WEEK BEFORE YOUR PARTY DATE to:

LeyAnna Messick
3219 Windsor Forest Dr
Atlanta, GA 30341

Social Chairperson: LeyAnna Messick, 770-451-1173 email: social@embryhillclub.com

The Embry Hills Club, Incorporated
Summer Season Party Reservation Form

Name: _____

Email address: _____ Telephone: _____

Address: _____ Zip Code: _____

Party Date: _____ Party Time: _____

Number of Guests: # of Non Members: _____ # of EHC Members: _____

Amenities Needed (check one) Clubhouse only Pool Only Clubhouse and Pool

I have read the "EHC Party Information Summer" packet. I understand and agree to abide by, the requirements of the Embry Hills Club (EHC) for the use of the EHC facility for my party.

If your party is held during a time when the pool is not regularly open and you would like to get into the clubhouse, you will need to obtain a key to the clubhouse from the Events Coordinator.

There is a guest fee of \$3.00 for each non member guest.

I have arranged for the following life guards to be on duty during my party:

_____ and _____

- o I understand that I, and not the lifeguards, am responsible for the supervision of my guests.
- o I understand that I am responsible for set up and clean up of my party.

Date: ____/____/____

Signature: _____

Printed: _____

Make checks payable to:

Embry Hills Club c/o Leyanna Messick

3219 Windsor Forest Dr
Atlanta, GA 30341

Phone: 770-451-1173

E-mail: sL.messick@comcast.net

The Embry Hills Club, Incorporated
Off Season Party Reservation Form

Name: _____

Email address: _____ Telephone: _____

Address: _____ Zip Code: _____

Party Date: _____ Party Time: _____

Number of Guests: # of Non Members: _____ # of EHC Members: _____

I have read the "EHC Party Information" packet. I understand, and agreed to abide by, the requirements of the Embry Hills Club (EHC) for the use of the EHC facility for my party.

Since your party is being held during a time when the pool is not open, you will need to obtain a key to the clubhouse from the Events Coordinator.

- I understand that I am responsible for the supervision of my guests.
- I understand that I am responsible for set up and clean up of my party.

Date: ____ / ____ / ____

Signature: _____

Printed: _____

Make checks payable to:

Embry Hills Club c/o Leyanna Messick

3219 Windsor Forest Dr
Atlanta, GA 30341

Phone: 770-451-1173

E-mail: sL.messick@comcast.net