



# PAVILION RESERVATION FORM

Only BRC Members in good standing may reserve and use the Pavilion.  
 Additional information on reserving the pavilion can be found at  
<https://www.brookdaleracquetclub.com/pavilion>

Today's Date: \_\_\_\_\_ Employee taking reservation \_\_\_\_\_

Member in charge of event: \_\_\_\_\_ Phone #: \_\_\_\_\_

Member Email: \_\_\_\_\_ Bond #: \_\_\_\_\_

Date of event: \_\_\_\_\_ Day:  M  T  W  Th  F  Sa  Su

Reservation Time 'Zones':  Afternoon 12:30-4:30  Evening 4:30- 8:30 pm  After Hours (9-11 pm)

Specific Time Requested: begin time \_\_\_\_\_ end time \_\_\_\_\_ Total # of hours requested: \_\_\_\_\_

NOTE: if <4 hour rental, your requested time must include the very beginning or the tail end of a time 'zone'

Reason for using the Pavilion / event type: \_\_\_\_\_

Number of guests: (estimated) \_\_\_\_\_ **NOTE: Club Manager/Board must approve if over limits.**

- You MUST include, and pay for, any set-up and clean-up time required in your reservation. Please plan your actual event start and end times accordingly!
- Deposit (reservation fee and estimated guest fees) must be paid within 48 hours of reservation. Member must notify the office that the deposit has been made and the method paid to confirm the reservation.
- Deposit will be fully refunded if cancellation is made no less than 14 days before the event
- Additional guest fees must be paid at time of the event
- A \$25 cancellation fee will be charged for reservations canceled less than 14 days before the event
- You will receive a full refund and priority re-scheduling in the event of a complete bad weather closing.
- In the event of lightning, the pavilion must be cleared for 20 minutes.

**Reservation Plan A (during open swim hours)**

Rental Fee: \$10/hour Total A rental fee \$ \_\_\_\_\_

Non-member guests: @ \$5/guest # guests \_\_\_\_\_ Total guest fees \$ \_\_\_\_\_

**Reservation Plan B (Late Night by the hour with an existing evening plan A rental)**

Rental Fee: \$55/ hour includes 3 active lifeguards (1-2½ hrs 8:30-11:00 pm) Total B rental fee \$ \_\_\_\_\_

Note: includes guests paid for in Plan A reservation

**Total must be paid in full on the date of the event by Zelle or in office** TOTAL Amount Due: \_\_\_\_\_

**Reservation Plan C: Stand Alone Late Night Reservation 8:30-11 pm**

Rental Fee: \$140 includes 3 active lifeguards Total C rental fee \$ \_\_\_\_\_

Non-member guests: @ \$5/guest # guests \_\_\_\_\_ Total C guest fees \$ \_\_\_\_\_

**Total must be paid in full on the date of the event by Zelle or in office** TOTAL Amount Due: \_\_\_\_\_

Deposit paid: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_ Payment method: \_\_\_\_\_

Balance paid: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_ Payment method: \_\_\_\_\_

**A \$10 late fee is assessed if total is not paid on the date of the event.** Late fee assessed: \$ \_\_\_\_\_

Special Requests:  Grill(s) #\_\_\_\_  BBQ Tools  Long folding tables #\_\_\_\_ Notes: \_\_\_\_\_

**Member: Please read and initial you have read EACH of the following 5 Statements!**

- Only blue painter's tape may be used to secure decorations, signs, etc. A \$50 damage fee will be charged if any other type of material (cello, packing or masking tape, glue, paint, nails, etc.) is used.  It is the member's responsibility to leave the Pavilion clean and return any borrowed items to the pool staff. Grills must be cleaned before putting away, and garbage needs to be removed to the dumpster.  BRC staff can assist but do not work at the party/clean up after your party.  Please familiarize guests with the Rules and Regulations of the BRC facility. There is NO eating/drinking on the pool deck  After-hour parties must limit noise after 10 pm. If the BRC is cited, your party will be assessed any fines from the City.

**BRC approval (name and initials):** \_\_\_\_\_ **Date reservation was confirmed:** \_\_\_\_\_