

FAIRWAY FARMS SWIM & TENNIS CLUB

Party Guidelines/Rules



The following rules and requirements must be followed or the party will not occur. Any member trying to bypass the rules or find 'loopholes' will be forced to tell their guests to leave or a Staff member will ask them to leave. Members that violate the Party Rules may have their guest privileges suspended at the discretion of the Board of Directors.

Guidelines to follow when requesting a date for your party:

- Parties of 10 or more people (including members) must be approved by the Manager
- Parties of 30 or more (including members) must be approved by the Board and requested 4 weeks in advance of party date. Requests less than 4 weeks in advance will be accepted on a case by case basis.
- 10% deposit is needed to hold your date
- Guest fees of \$5/guest / Board Members may not use their free guest privileges for parties
- Friday/Saturday/Sunday: There is a maximum number of 50 total guests/members allowed at one time for any combination of party/parties unless pre-approval is received.

Once your date has been approved the Member is responsible for:

- Completing the *Party Request Form* and submitting to the Manager
- Providing a guest list prior to the start of the party and adhering to the list provided
- Adhering to the Start and End time of your party
 - No party can last longer than 4 hours
- Distributing and Collecting the waivers for their guests
- Ensuring all guest fees are paid
- Meeting their guests at the front desk and escorting them to the party
- Returning the party area clean
- Communicating all club rules to their guests and making sure they abide accordingly

Party Locations:

- All parties must be on the grass areas.
- Exception: The last two tables at the southwest corner of the large pavilion may be used for parties. These will be reserved on a first come first serve basis. NO more than two tables may be used. Any other parties must be held on the grass areas.
- Canopy Tents are acceptable

Party Guidelines/Rules - continued

Restricted dates (Holidays):

- Memorial Day
- 4th of July
- Labor Day

I have read these guidelines and acknowledge that I understand these guidelines and agree to follow them.

Name (Print) _____ Signature _____ Bond _____

FAIRWAY FARMS SWIM & TENNIS CLUB

Fairway Farms Swim Club

16001 Levan Road
Livonia Michigan 48154

Member Party Request Form

Please complete this form, read the attached rules, and return both signed to the Manager.

Members Name: _____ Membership #: _____

Telephone: (____) _____ Event Date: _____

Number of Guests: _____

Number of FF Members included in guest Number _____

Type of Event: _____

Event Starting Time/Ending Time: _____

Guest fees are \$5 per person. Guest fees must be paid at the front desk.

I have reviewed the party guidelines and understand I am responsible for the conduct of my guests and guest fees related to this party.

Member Signature: _____

Special Requests:

Manager Use Only:

Date Deposit Received: _____ Check #: _____ Amount: _____

Date Form Received: _____ Time Form Received: _____

Table Request: _____

Manager Signature: _____ Date: _____

FAIRWAY FARMS SWIM & TENNIS CLUB

Party Guest List

Hosting Member Name: _____ Bond #: _____

Date of Party: _____ Number of Guests: _____

- Guest Fees are \$5 per person.
- Please return this form to the Club Manager before your event.
- Please **do not** list FFSC Members on this sheet. The Hosting Member must pay the guest fees or balance for the party the day of the event.
- Waivers **must** be on file in order to participate.

Staff to complete:

Guest Name	Time In	Number in party	Waiver on File
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			