

## **MARLBORO SWIM CLUB FACILITY RENTAL FOR MEMBERS**

The Marlboro Swim Club Pavilion is available for members to rent for events on Saturdays and Sundays **ONLY**. Gatherings can be scheduled via [www.marlboro-nj.gov/signup](http://www.marlboro-nj.gov/signup). Below are guidelines which must be followed.

### **MEMBERSHIP/HOSTING EVENT:**

- The person hosting the event must be a current Marlboro Swim Club member in good standing
- Swim club members attending the party must show their pool pass to gain admission into the facility or party host will be required to use guest passes for their entry (as outlined under fees below)
- Members are responsible for the actions of their guests

### **EVENT TIMING**

Events may be held **Saturdays and Sundays** from June 4<sup>th</sup> – September 4<sup>th</sup> during the following pre-set time slots:

- 11am – 1pm
- 2pm – 4pm

\*Members can only choose one time slot per day\*

### **PRICING**

A pavilion set up fee and per guest fee will be charged:

- (2) 6 FT rectangular tables and up to 20 chairs provided at a cost of \$50 per hour (\$100 total)
- Members must provide own chairs if party size is over 20 guests
- Per guest fee in the form of guest coupons will be charged for each guest who is not a current swim club member (valid swim club pass required):
  - Children 0 -2: free
  - Children ages 3 – 17: 2 coupons
  - Adults ages 18 – 59: 4 coupons
  - Seniors ages 60+: 2 coupons
- Guest coupons are sold in a digital book. Each digital guest book is \$80 for 20 electronic coupons. Guest books are available for purchase online via [www.marlboro-nj.gov/signup](http://www.marlboro-nj.gov/signup)
- Payment will be required two (2) weeks prior to event date. If payment not received, event reservation will be cancelled.

### **ADDITIONAL DETAILS:**

- The party specifics and the date must be arranged with the Recreation office via [www.marlboro-nj.gov/signup](http://www.marlboro-nj.gov/signup).
- The member making the party can be at the facility one-half hour prior to the start of the party to finalize party decorations.
- Event host must supply all party goods including plastic tablecloths as we do not supply them.
- Alcoholic beverages and glass are not permitted within the facility.

- The person making the party may hire entertainment for the party with the approval of the Swim Club Manager. There is no fee to bring in the entertainer, as long as the pool management is advised in advance that an entertainer will be present for the party.
- Inflatables, DJ's, rides and any other type of equipment are not allowed.
- No cooking permitted in the facility, event host must cater in food.
- Electrical outlets may be used for entertainment purposes only.
- Members may bring in decorations **excluding** balloons.
- **Marlboro Township and Marlboro Recreation will not be held liable for any damage or lost personal items**

**LIABILITY INSURANCE REQUIRED:**

The event host shall name the Township of Marlboro as an additional insured on its liability policy with a minimum limit of \$1,000,000.00 and shall provide the Township a Certificate of Insurance to authenticate the after booking such party, such Certificate being subject to the review and approval of the Recreation Department. Failure to provide certification of insurance may be cause for termination of this Agreement.