



Hillsmere Shores Improvement Association
P.O. Box 3485
Annapolis, MD 21403

Hillsmere Community Pool Party Reservation Application

Dear Pool Member,

Thank you for your interest in hosting a party at the Hillsmere Community Pool. Please fill out the following information:

Name:			
Address:			
Phone:		Alternate:	
Email Address:			
Anticipated # Guests:		# Adults:	# Children:
Date Requested:		Alternate Date:	
Time of Party:	<input type="checkbox"/> 12 – 3 PM <input type="checkbox"/> 4 - 7 PM (Please check one)		

Your reservation will NOT be confirmed until the following have been completed:

1. Complete and sign this application.
2. Write a check for \$35, payable to HSIA. This is the fee for the party.
3. Write a check for \$75, payable to HSIA. This is a clean-up deposit.
4. The application and checks have been **received** by HSIA.

DO NOT ASSUME THAT YOUR PARTY RESERVATION HAS BEEN ACCEPTED UNTIL YOU RECEIVE A CONFIRMATION FROM THE HSIA ADMINISTRATOR.

You may make a reservation by phone at 410-263-4456 (24 hour voice mail) or by email at pool@hillsmereshores.net. Such reservations will be cancelled if the application and checks are not received within 72 hours after the reservation was made.

I have read and agree to comply fully with the HSIA Pool Party Rules. I understand that I am responsible to ensure that my guests comply with all Hillsmere Pool Rules.

Signature

Date

HSIA Use Only:	Received:	Deposit Returned:	Amount:
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HSIA Pool Party Rules

Board approved – April 2016

1. You must be a pool member to reserve the picnic area for a party or host a party at the pool.
2. Parties are limited to no more than 40 participants without prior approval of the HSIA Board of Directors.
3. If your group (members plus guests) consists of 12 or more people you must make a party reservation and use the designated picnic area.
4. Reservations are for 3 hours (12-3 pm or 4-7 pm) and are on a first-come first-served basis. The reservation includes one grill. The other grill is for the pool members to use. If you must use the second grill, let members share it as needed.
5. No parties on holidays.
6. Party fees include a location fee of \$35.00 for the picnic area and grill, guest fees for all guests who are not pool members, and a (refundable) clean-up deposit of \$75.00. All fees must be paid in advance to the HSIA Administrator. Make checks payable to HSIA.
7. To make a party reservation or check on availability of time slots, call the 24 hour Voice Mail at 410- 263-4456 or email pool@hillsmereshores.net, subject "Pool Party Reservation Request". Pool Party Reservation Application forms are on the HSIA website www.hillsmereshores.net. Reservations made by phone or email will be cancelled if the signed application and checks are not received within 72 hours after the reservation is made. A party cancelled by the host with less than five-day notice will forfeit the \$35 party fee.
8. Guests must provide requested information to the gate attendant upon arrival. Guests under 15 years of age must follow the rules regarding swim tests (see Pool Rules).
9. Hosts must make sure all non-member guests leave promptly after the party.
10. No amplified music except for HSIA Board sanctioned events.
11. No open invitations (general invitations sent to an unknown or large number of people).
12. Alcohol is permitted with HSIA Board approval and obtainment of an Anne Arundel County One Day Liquor License.
13. Approval must be obtained in advance from the HSIA Administrator for any games, equipment, or activities not provided by HSIA. Special requests may require HSIA Board approval.
14. Clean-up includes, but is not limited to, hosing down the area and removing all trash and recycle from the facility. Practicing "Carry In, Carry Out" is mandatory for parties.
15. If there are going to be 20 or more children, 30 or more adults or the party is scheduled after normal operating hours, the host must first obtain HSIA Board of Directors approval and submit an Anchor Aquatics pool party application in addition to the HSIA pool party application. HSIA and Anchor Aquatics pool party applications can be found on the HSIA website.

If you have any questions please do not hesitate to contact the HSIA Administrator at pool@hillsmereshores.net or at 410-263-4456 (24 hour Voice Mail).