



**The Park at East Hills**  
209 Harbor Hill Road East Hills N.Y. 11576  
Tel. (516) 621-5600 Fax. (516) 625-8736

## POOL PARTY APPLICATION FORM

Name of Applicant/Sponsor: \_\_\_\_\_

Family #: \_\_\_\_\_ Club Card #: \_\_\_\_\_  
(4 digit # on front of park club card) (5 digit # on back of park club card)

Sponsor Must be an East Hills Resident: Confirm by initialing here \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Purpose of Occasion, Seminar or event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Please Circle Day of Week:        M   T   W   T   F   S   S

Time of Event: From: \_\_\_\_\_ A.M or P.M. to \_\_\_\_\_ A.M. or P.M.

Number People Attending: \_\_\_\_\_

Is there a homeowner's policy on your home? Yes\_\_ No\_\_

Is the policy and is the home in your name? \_\_\_\_\_

Name of Carrier: \_\_\_\_\_

The Village must be named as an additional insured on your homeowner's policy and proof provided to the Park Office. The terminology on the insurance must include:

The Incorporated Village of East Hills, its Mayor, Trustees, officers, volunteers, appointees, consultants, current and former employees, and agents, both individually and in their business capacities, and their heirs, executors, administrators, successors and assigns using ISO Form CG2010 (B) or equivalent.

Who will supervise the event? \_\_\_\_\_

Is any physical work, exercise or entertainment involved? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

If an Organization or Cause is involved please indicate name: \_\_\_\_\_

\_\_\_\_\_

Are there any materials or equipment or any products of any kind being delivered or used for the event? Yes, \_\_\_ No \_\_\_

If so, please explain: \_\_\_\_\_

\_\_\_\_\_

Principal Contact at the above Organization: \_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_

### Notice of Fees:

There is a fee of \$50.00 for submitting this application. The sponsor must pay entrance fees for every non-East Hills resident guest who will be attending the pool party in advance. Also, the sponsor must provide the park office with the names of every guest who will be attending in advance

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(Official Use Only)

Date Submitted for Approval: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Party Conditions Signed (Give resident a copy after signed): Yes \_\_\_ No \_\_\_

Guest List Submitted: Yes \_\_\_ Date: \_\_\_\_\_ Guest Fees Paid: Yes \_\_\_ No \_\_\_

Payment Received: \$ \_\_\_\_\_

Payment Received by: Check \_\_\_ Credit Card: \_\_\_ Cash: \_\_\_ Receipt #: \_\_\_\_\_

Date Certificate of Insurance received from Sponsor: \_\_\_\_\_

Caterer Chosen: \_\_\_\_\_

Caterer Agreement Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Set Up Transferred to Planning Form: Yes \_\_\_ No \_\_\_

Finalized by: \_\_\_\_\_ Date: \_\_\_\_\_

# Pool Party Conditions

Sponsor must be an East Hills Resident.

Sponsor must be present at all times during the event.

Pool parties will only be held Mondays-Thursdays. Pool parties will not be allowed on weekends or holidays.

No food or drinks can be provided except through the Grille at East Hills, located at the pool. All food and drinks must be eaten in the Grille area or at the picnic tables located by the fields.

No food or drinks (except bottled water) are permitted on the pool deck.

The pool will close at 7:30 pm.

There is a maximum of 30 guests to attend pool parties.

Sponsors are responsible for the supervision, safety and well being of all guests.

Parents are required to be chaperones and ensure that all children attending the party are safe. Additionally, one adult chaperone is required for every 5 children.

All materials disseminated must be prior approved.

Upon arriving at the Park, go to the Pool Gate House and the attendant will verify your park club card and paid receipt and clear you for the party. Sponsor must provide a list of all guest's names to the recreation office in advance.

The date and time of your party has been reserved for your personal use; therefore, no refunds can be offered for a cancellation.

There is a no smoking/alcohol policy in the entire park.

Any special requests must be in writing and submitted along with this application. Without written approval, no request is granted.

It is the responsibility of the sponsor to make sure that guests park only in village lined designated parking areas. Failure to do so will result in a parking ticket. Guests are not permitted to park in the Resident Lot. There is absolutely no parking on any park lawns or sidewalks.

All Park rules will be adhered to, and guests are not permitted in any other area of the park.

It is the responsibility of the sponsor to enforce the rules, clean up after your party, and see that everyone has left the grounds safely.

I have read, understand and will adhere to the policies of the pool and those set forth for Pool Parties at The Park at East Hills.

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Print Name

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Date

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Signature