

## **Whitehall Amenity Association Playground Party Policies and Procedures**

1. You **must** be a Whitehall Amenity Association member and dues must be current in order to reserve the tables in the rear area of the playground for a party.
2. Reservations will be taken on a first come, first serve basis.
3. The fee to reserve the rear table area for your party is \$25. If the playground area is **not** cleaned up according to item #13 listed below, there will be an additional charge of \$25. The reservation fee covers up to 25 guests and all guest usage fees. It is important to note that there are **no private parties allowed at the playground**. All amenity members have use of the playground during normal hours of operation. However, your party has exclusive use of the tables in the rear area during your reserved time period.
4. Members are limited to a maximum of 25 guests for all parties.
5. Contact Terri Terry (860-6773) to check availability of your date. If the tables in the rear area are available, you must complete a reservation form and deliver it to Ms. Terry **with full payment no later than 5 days before your event in order for your reservation to be accepted and guaranteed**.
6. Parties may be held during normal daylight hours.
7. All parties **must** be completed (including cleanup) by dusk.
8. No alcoholic beverages are to be served or consumed in the amenity area.
9. No glass containers are allowed in the playground area.
10. Do not prop open the gate entrance to the playground.
11. The member booking a party assumes full liability for any injuries incurred by those in attendance.
12. All playground rules remain in effect during parties for members as well as guests. It is the member's responsibility to review the rules with guests to insure all rules are followed.
13. The following procedures must be completed **in full at the conclusion of the party** to avoid the \$25 charge for clean up:
  - The playground area and tables must be free of debris, trash, spills and stains.
  - All trash resulting from the party must be placed in bags and removed **completely** from the property.

Thank you for your interest and enjoy your party!