

**WCL PARKS & RECREATION**  
**BIRTHDAY POOL PARTY REQUEST FORM**  
**(POOL MEMBERS ONLY)**

**PARTICIPANT INFORMATION (please print)**

Today's Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

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

Name of B'day Child: \_\_\_\_\_ Age Turning: \_\_\_\_\_

# Of Birthday Guests: \_\_\_\_\_ Fee (up to 20 children this does not include the bday child/ren): \$300

Each additional child (up to 10): \$15 x \_\_\_\_\_ = \$ \_\_\_\_\_

You are responsible for bringing your own party decorations, napkins, cups, utensils, and tablecloths. Outside food is permitted, however we encourage you to utilize our snack vendor. If you bring a cake, please be sure to have somewhere to keep it fresh.



**POOL BIRTHDAY PARTY INFORMATION**

Party Date & Time (2 hours): \_\_\_\_\_ **In-Season**, Monday - Friday we open at 12PM and close at 7PM- Weekends we open at 11AM close at 8PM. **Pre-Season**, Weekends ONLY we open at 11AM and close at 8PM. Monday - Friday open only for special events\*.

***Pre-Season*** time slots Monday - Friday: (5PM - 7PM) \*limited swim area

Saturday & Sundays: (1PM - 3PM) or (3:30PM - 5:30PM)

***In-Season*** time slots Monday - Friday: (5PM - 7PM)

Saturday & Sundays: (12PM - 2PM) or (2:30PM - 4:30PM) or (5PM - 7PM)

Reservations are confirmed when the renter receives an email confirmation approved by the Director of Parks and Recreation. Turning in an application does not guarantee confirmation. All applications are first-come-first-served basis.

By signing below, I confirm that I have read, fully understand, and will comply with all party and facility rules. I am responsible for the event and participants and must be present for the entire event. I am the only person who can make changes to this event. I agree that I will be responsible for the conduct of the group, which has been granted the use of the WOODCLIFF LAKE OLD MILL POOL, PAVILION OR OTHER DESIGNATED LOCATION.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPOSIT PAYMENT:**

Date: \_\_\_\_\_ Amount: \$50.00

Staff Initial: \_\_\_\_\_ Check #: \_\_\_\_\_

---

**FINAL PAYMENT:**

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Staff Initial: \_\_\_\_\_ Check #: \_\_\_\_\_

Director of Parks and Recreation: \_\_\_\_\_ Date: \_\_\_\_\_

### **Payment & Paperwork**

- A non-refundable deposit of \$50.00 is required when submitting a Party Request Form. This deposit will be put toward your balance upon confirmation of your requested date. Deposits will only be returned if the requested date(s) cannot be accommodated by the Recreation Department.
- Refunds will not be issued if the actual attendance is less than the paid attendance.
- Full payment for the birthday party is due at least 5 business days prior to your scheduled party. Failure to submit payment will result in the party being cancelled.

### **Party Confirmation**

- Reservations are confirmed when a participant receives an email confirmation approved by the Director of Parks and Recreation. Turning in a request form does not guarantee confirmation.
- Upon completion of your Birthday Party Request Form, the Director will contact you to discuss your request.

### **PARTY INFORMATION AND GUIDELINES**

To ensure a great party experience for all, we ask that you please be aware of the following party guidelines and information. Please read through all the information completely. Please note: a minimum of 3 weeks is required to book a party and reservations are made on a first-come, first-served basis.

### **General Party Information**

Pool party is held at The Pavilion (which is located by the pool house). Parties are for up to 20 birthday guests not including the birthday child. Additional guests (not to exceed 30 maximum) is \$15 per child. Party Fee: \$300.

When your party has been confirmed and the balance has been paid in full you will be given wristbands, which must be placed on each guest, so they can be identified as a guest. Wristbands will be removed once the party is over. The birthday party is 2 hours long. Pool staff and lifeguards will be on duty; however, adult supervision is required for children. The person who booked the party is a resident of Woodcliff Lake and is responsible for being present at the party and enforcing appropriate behavior of the party participants.

What happens if my non-Woodcliff Lake adult guests want to stay after the party or I want to but do not have a membership? Here are some options for you to consider:

- Member of the pool with extra guest passes? If so you can use those for your adult guest (s) or you or they can purchase daily guest passes at the gate entrance (be sure to have your proof of membership) Daily fees: Ages 24+ \$30, Ages 5-23 \$25, Twilight after 4pm (All ages) \$15 or resident members can pre purchase at Borough Hall the reduced fee daily guest cards (Monday - Friday 8:30AM - 4:00PM) \$100 for 5 passes or \$165 for 10 passes.

### **On Your Party Day**

- Please arrive no earlier than 15 minutes before the party time. Come to the pavilion where picnic tables will be ready for you. Please tell parents/guardians of guests to pick up their children within 10 minutes of the conclusion of the party. You will escort your guests to the main entrance for pick up.
- Children who are not picked up are the responsibility of the parent that booked the party. Children can't be left unattended under 14 years of age.
- If the pool is closed for the day due to inclement weather, then parties will be rescheduled. If a party cannot be rescheduled, then your fee will be refunded. If a party is interrupted due to a sudden change in the weather, the party will resume when the pool patrons are allowed to re-enter the water per the Pool Manager.
- Since we have multiple party bookings on any given day and/or other rentals, programs and events, we ask that you please be courteous and have your party completely packed within 15 minutes of the ending time. There will be a \$30.00 fee incurred if you have not vacated your area.

### Woodcliff Lake Municipal Pool Rules

The following rules and regulations are for the benefit of all members. They have been established to ensure safe and sanitary operation of the pool facilities. All members are to always obey all the rules and regulations and instructions of the Pool Manager and staff employees at all times. Parents are requested to read and explain these rules to their children and pool guests. Any failure to comply with these rules shall be considered sufficient cause for immediate suspension of pool privileges of the offending person by management. The Woodcliff Lake Recreation Department shall establish additional rules as required.

1. NO ONE IS ALLOWED IN THE WATER UNLESS A LIFEGUARD IS ON DUTY
2. Children under the age of 14 years of age shall not be permitted unless accompanied by a responsible member 18 years of age or older. THIS MEMBER MUST REMAIN WITH THE CHILD AT THE POOL, AND BE RESPONSIBLE FOR THE SUPERVISION OF THE CHILD WHILE IN THE WATER AND OTHER POOL AREAS. **IF A CHILD IS LEFT UNATTENDED AFTER ENTERING-THE POOL, MEMBERSHIP WILL BE REVOKED.**
3. ALL MEMBERS WILL BE ISSUED IDENTIFICATION BADGES WHICH MUST BE SHOWN AT THE FRONT GATE FOR ADMISSION TO THE POOL, INCLUDING SWIM LESSONS, AND BE READILY AVAILABLE WHILE ON POOL PROPERTY.
4. Illegal transfer of badges or giving of false information or defacing of identification badges will result in suspension or revocation of membership.
5. Lost identification badges must be reported to the Pool Manager immediately. A new identification badge will be issued at a cost of \$25 at Borough Hall.
6. ALL BATHERS, INCLUDING BABIES, MUST WEAR BATHING SUITS. CHILDREN 3 YEARS OF AGE AND YOUNGER MUST WEAR SWIM DIAPERS. THOSE SPECIALLY DESIGNED FOR IMMERSION IN WATER WILL BE ACCEPTABLE.
7. FOLLOWING A FECAL ACCIDENT, THE POOL WILL IMMEDIATELY BE CLEARED OF SWIMMERS FOR A MINIMUM OF ONE HOUR. THE CHLORINE RESIDUAL WILL BE CHECKED AND ADJUSTED APPROPRIATELY. THIS PROCEDURE IS RECOMMENDED BY THE BOARD OF HEALTH.
8. Any person having a communicable disease, open blisters or cuts, or inflamed eyes, nose or mouth infections, excessive sunburn, or any type of skin disease, will be excluded from the pool area. No person wearing any type of bandage, cast or band-aid will be permitted in the pool.
9. No inflatable water paraphernalia, except approved swimmies, will be allowed within the pool area. Snorkels, fins, masks, or other swimming aids shall be permitted only by special permission. A child with swimmies must have an adult with them at all times in the water.
10. All guests must be accompanied by a pool member who must remain on pool grounds with their guests.
11. Children 12 and under must take a deep water test each year. Passing the test allows use of the Diving Boards and Slide.
12. Dressing and undressing shall be permitted only in the locker rooms and shall not be permitted in the parking area (ALL AGES INCLUDED).
13. ALL FOOD SHALL BE SERVED AND CONSUMED WITHIN DESIGNATED AREAS ONLY.
14. Destruction or defacing of property will result in suspension or revocation of membership and immediate expulsion from the property. The Park and Recreation Department will bring suit to recover any damage to its property.
15. Management has the right to inspect all coolers before entering the facility. No Glass, Alcohol, or Smoking Allowed.
16. The operation of portable radios, television, CD players with the use of headsets only is permitted.
17. In the event of thunder or lightning the pool and pool deck will be cleared for 30 minutes or until danger has passed. As stated by the National Weather Service.
18. The Pool Manager or Assistant Manager may close or limit the swimming pool facilities whenever, in their judgment, such action is deemed necessary for the protection of the health or safety of the pool membership.

**Violation of any of these rules for the first time could result in a suspension of membership for one week or revocation of membership.**