

**2019**

**PAVILION  
HANDBOOK**

**Newberry Towne  
Association, Inc.**

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# PAVILION INFORMATION AND RULES

Newberry Towne Association, Inc.

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The Pavilion is located within the fenced pool area and consists of a covered metal structure and typically includes two picnic tables, two charcoal grills, a folding utility table, and chairs. The Association does not provide charcoal or lighter fluid.

As a courtesy, the Association allows **Owners** to reserve the area for use for large parties; the **maximum number of guests allowed is twenty-five (25)**.

The Association does not charge a rental fee, but you will be required to pay for the services of one or two additional lifeguards from Continental Pools for your event. The Association reserves the right to immediately cancel your reservation and deny entry to your guests if a contract for additional guards from Continental Pools is not in place prior to your event.

Please note that a reservation does not entitle you or your party to exclusive use of the pool—other residents and their guests will be allowed to use the pool as well.

## **RULES --- You must:**

- Be an **Owner** of a property in Newberry Towne Association, Inc. and not owe more than \$350 to the Association.
- Remain in attendance at the pool area throughout the event.
- Follow all pool rules and regulations.
- Ensure that your guests follow all pool rules and regulations; you will be held responsible for the actions of yourself and your guests.
- Ensure the Pavilion area is clean at the conclusion of the event.
- Ensure that charcoal grill(s) is (are) are clean at the conclusion of the event. However, **do not dispose of used charcoal**. The Association will remove coals from the grill.
- Ensure that no alcoholic beverages or glass containers of any type are brought into the fenced pool area.
- Ensure that you and your Guests obey the instructions of Lifeguards.
- Pay all fees prior to deadlines.
- Tenants who may wish to use the **Pool Pavilion must do so through the Property Owner**.
- **Note: The Association provides two charcoal grills for your use. No personal grills are allowed within the fenced pool area.**

## **REQUIRED DEPOSIT: \$50.00**

The deposit is a cleaning and security deposit that the Association shall be returned within seven days after the date of the event if the Pavilion/pool area is left clean and undamaged at the conclusion of the event.

If the area is not left clean and undamaged, the deposit will be held until the next regular meeting of the Association's Board following the event. The Board will determine the dollar amount to apply against the deposit and whether additional charges should be assessed against the Owner. The deposit less any applicable charges will be returned to the Owner within seven days following the Board meeting. Any additional charges shall be immediately due from the Owner and, if not paid, shall become an additional assessment against the Owner's Property.

**I agree to abide by the Pool Rules and the rules in this Handbook:**

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



## Contract for Additional Lifeguard Service for Pool Party

**Pool Name:** Newberry Towne Association, Inc.  
5000 Holyoake Drive  
North Chesterfield, VA 23224



**Party Date:** \_\_\_\_\_  
Month Day Year

**Party Hours:** \_\_\_\_:\_\_\_\_ PM until \_\_\_\_:\_\_\_\_ PM

**NOTE:** Your Association limits attendance to a maximum of 25 Guests

**Number of Guests** who will attend the Party: \_\_\_\_\_ (no more than 25)

For events with 15 or less Guests, a fee of \$25 per hour for a lifeguard is the responsibility of the Party Host. For events with 16-25 Guests, two lifeguards are required; Party Host is responsible for a fee of \$50 per hour. Party Host must limit patrons to a 15:1 ratio of patrons to lifeguards. There is an additional non-refundable processing fee of \$25.

It is expressly agreed that the additional lifeguard/s is/are being hired to perform lifeguarding services only and that the Party will be conducted during the pool's ordinary hours of operation. It is further agreed that neither Continental Pools, Inc. nor the additional lifeguard/s shall be responsible for security, maintenance, supervision, or clean-up.

The employees of Continental Pools, Inc. are paid directly by their employer and shall not receive any compensation from the Party Host for services rendered. Both pages of this form must be completely filled out, signed, and submitted to Continental Pools, Inc. Correct payment must be sent to Great Day Management.

This contract **and** correct payment in full **must be received** at least **10 calendar days** prior to the date of the Party. If you have any questions, please call Margie Langston at (804) 234-3548.

### Sign and submit this FORM to:

By e-mail (preferred method):

- [jmiller@continentalpools.com](mailto:jmiller@continentalpools.com)
- [Margie@greatdaymanage.com](mailto:Margie@greatdaymanage.com)

### Mail PAYMENT to:

Great Day Management  
Attention: Newberry Pavilion Processing  
8010 Ridge Street Suite F  
Henrico, VA 23229

**NOTE: Late submissions will not be accepted and will result in cancellation.**

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### Cancellations or Changes:

- Cancellations or changes must be submitted by the Party Host in writing and **received by Continental Pools, Inc. before 1:00 pm on the day prior to the Party Date** in order to receive a refund. The processing fee is not refundable. Send written notice by e-mail to ***jmiller@continentalpools.com*** and to ***margie@greatdaymanage.com***.
- Cancellations received by Continental Pools, Inc. more than 24 hours before the party start time will result in a full refund less the processing fee.
- Cancellations by Continental Pools, Inc. for weather or other safety reasons will result in a full refund.

## AGREED TO:

### BY PARTY HOST:

Name (Please Print)	Signature	Date
Address	Phone	e-mail

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### BY CONTINENTAL POOLS, INC.:

Name (Please Print)	Signature	Date
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