

# PAVILION REQUEST

Colonial Heights Swim & Yacht Club, Inc.  
1225 Duke of Gloucester Street, Colonial Heights, VA 23834  
804-526-3578

- No phone reservations will be taken.
- Completed request form must be submitted to the Manager on duty for your date to be confirmed.
- **Guest list MUST be turned in 48 hours prior to your party (see fees below for details)**
- Guests (members AND non-members) attending your party must be listed by individual name.
- SYC member booking party MUST remain on pool premises during the **ENTIRE** event.
- There is a 3-hour time limit on pavilion use; however, guests may stay to swim beyond 3-hour limit, as long as the host member remains on site.
- Parties on Saturday and Sunday may be scheduled for any one of the following blocks of time:  
11:00 am – 2:00 pm      OR      2:00 pm – 5:00 pm      OR      5:00 pm – 8:00 pm
- Pavilion must be cleaned and cleared by 8:30 p.m.

## FEES:

- Pavilion rental MUST be paid at Manager's office at the time the reservation is made.
  - \$40 for parties held on Monday – Thursday
  - \$50 for parties held on Friday – Sunday
- Party guest fees are \$5 per person for all non-members. All non-member guests must pay a guest fee, even if NOT swimming.
- **An additional \$10 will be charged if the completed guest list is not turned in to office 48 hours before the party.** (note – names can be added to or deleted from the list the day of the party at check-in)
- Parties of 50+ guests will be required to pay an additional \$15/hour lifeguard fee.
- If the pavilion is not cleaned, (all trash in receptacles, floors swept, etc.) a \$25 cleaning fee may be charged.

Today's Date - \_\_\_\_\_ Membership # - \_\_\_\_\_ Member Name - \_\_\_\_\_

Phone # - \_\_\_\_\_ Estimated # of Guests: \_\_\_\_\_ Grill Needed?    Yes    No

Party Date - \_\_\_\_\_ Party Time - \_\_\_\_\_

Purpose of Party - \_\_\_\_\_ Member Signature \_\_\_\_\_

Manager: \_\_\_\_\_

Fees Paid  
Reservation Fee - \$ \_\_\_\_\_

**Guest List Received on:** \_\_\_\_\_

Lifeguard Fee - \$ \_\_\_\_\_

TOTAL - \$ \_\_\_\_\_