

MARLBORO SWIM CLUB PAVILION RENTAL FOR MEMBERS

The Marlboro Swim Club Pavilion is available for members to rent for events on Saturdays and Sundays **ONLY**. Gatherings can be scheduled through the members community pass account. Reservations can be made under browse activities> Field and Court Reservations> Parties at the Marlboro Swim Club. Below are guidelines which must be followed.

MEMBERSHIP/HOSTING EVENT:

- The person hosting the event must be a current Marlboro Swim Club member in good standing
- Swim club members attending the party must show member ID admission into the facility or party host will be required to use guest passes for their entry (as outlined under fees below)
- Members are responsible for the actions of their guests

EVENT TIMING & DETAILS

Events may be held **Saturdays and Sundays** from June 29th – September 1st during the following pre-set time slots:

- 11am – 1pm
- 2pm – 4pm

Members can only choose one time slot per day at the time of registration, if 2nd time slot is still available 14 day before event member may add the additional time.

- (2) 6 FT rectangular tables and up to 20 chairs are included with the reservation
- Members must provide additional chairs if more than 20 are needed.
- Party attendees are welcome to stay at MSC for the entire day but must vacate the pavilion at the end of the two and/or four hours.

PRICING

A pavilion reservation fee of \$50 per hour (\$100 total) will be charged as well as a per person guest fee

- Payment for two hours will be required two (2) weeks prior to event date. If payment not received, event reservation will be cancelled.
- Per guest fee in the form of guest passes will be charged for each guest who is not a current swim club member (valid swim club pass required):
 - Children 0 -2: free
 - Children ages 3 – 17: 2 passes
 - Adults ages 18 – 59: 4 passes
 - Seniors ages 60+: 2 passes
- Guest passes are sold in a digital book. Each digital guest book is \$80 for 20 electronic coupons. Guest books are available for purchase online through members community pass account.

ADDITIONAL DETAILS:

- The member that reserved the pavilion may be at the pavilion one-half hour prior to the start of the party.
- Event host must supply all party goods including plastic tablecloths as we do not supply them.
- Alcoholic beverages and glass are not permitted within the facility.

- The person making the party may hire entertainment for the party with the approval of the Swim Club Manager. There is no fee to bring in the entertainer, as long as the pool management is advised in advance that an entertainer will be present for the party.
- Inflatables, DJ's, rides and any other type of equipment are not allowed.
- No cooking is permitted in the facility. You may bring in your own food and cake.
- Members may bring in decorations **excluding** balloons.
- **Marlboro Township and Marlboro Recreation will not be held liable for any damage or lost personal items**

LIABILITY INSURANCE REQUIRED:

The event host shall name the Township of Marlboro as an additional insured on its liability policy with a minimum limit of \$1,000,000.00 and shall provide the Township a Certificate of Insurance to authenticate the after booking such party, such Certificate being subject to the review and approval of the Recreation Department. Failure to provide certification of insurance may be cause for termination of this Agreement.

<https://www.marlboro-nj.gov/images/recreation/Facility-Reservations-instructions.pdf>