



POOL EVENT RESERVATION FORM

Heritage Ridge Metropolitan District
Centennial Consulting Group
2619 Canton Court, Suite A
Fort Collins, CO 80525
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(970) 484-0101, ext. 973
Emergency After-Hours: (970) 829-2710

Reservation Fees

Pool Party

- \$300 resident
AND
- \$100 damage deposit which may be refunded after post-event inspection

Reserves pool facility for 5:00 p.m. to 9:00 p.m. on Tuesdays and Thursdays for your private event.

Reservations are available for Heritage Ridge residents and pool members only.

Date of Reservation: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Event Type: _____

Number of Guests: _____ Note: No Pool Host will be provided unless requested. Additional fees would apply.

Members and Guests must comply with all Heritage Ridge Pool Rules & Regulations. Party host may arrive at 5 pm for setup. All food must be served in the picnic area. Security Deposit will be returned in full pending inspection of the cleanliness of the pool and picnic area upon departure.

Cancellation Policy: If the party host wishes to cancel a reservation, he or she must notify Centennial Consulting Group immediately. A reservation canceled at least **one (1) week** prior to the party date will receive a full refund. Reservations canceled within **one (1) week** of the party date will only receive the \$100 deposit refund. Reservations that are canceled in full due to inclement weather may reschedule their event on an available date during the season or receive a full refund for the reservation.

Reservation will not be confirmed until full payment has been received. **Member is financially and legally responsible for all damage caused by his/her guests.**

I agree not to hold responsible the Heritage Ridge Metropolitan District or any of the parties connected with this rental liable for any accident or injury that may occur during the reservation.

Signature: _____

Date: _____

For Office Use Only

Date received: _____ Deposit Rcvd \$ _____ Check #: _____ Cash: _____ Other: _____

Balance Due \$ _____ Initials _____



Reservation Checklist

Before:

A Master Key will be made available for access and cleanup for your event date.

Check for areas of damage, disrepair, uncleanliness, etc. Take photographs. If possible, send this to heritageridge@ccgcolorado.com

CCG prior to the start of your event.

- Pool Deck
- Men's Locker Room / Bathroom
- Women's Locker Room / Bathroom
- Seating Areas
- Pool
- Other _____

During:

- Ensure guests are following pool rules & regulations
- Ensure moderation of alcohol & proper containers
- Pick up after guests

After:

- Sweep / wipe surfaces of tables, chairs & floors where necessary
- Remove decorations, if applicable
- Dispose of trash in dumpster
- Close gate(s) firmly
- Drop master key in drop box

Safety is a priority. Please do not let guests drink and drive, and please make sure that children are well attended. In case of a life-threatening emergency, please call 911. For facility-related emergencies, please call our emergency after-hours line at: (970) 829-2710.

Thank you, and have a great time!