**Carolina Pool Management Procedure for Scheduling a Pool Party**

* If your HOA/Club requires approval, please contact them before requesting a party.
* All Pool Parties must be scheduled a minimum of **14 days in advance.**
* **NO** pool parties will be scheduled during **holiday weekends and July 4th**.
* **NO after hours pool parties** will be permitted.
* Please send the following information to [Denise.Carlton@Charlotte-PMG.com](mailto:denise.carlton@charlotte-pmg.com?subject=Providence%20Hills%20CPM%20Pool%20Party%20Request)
* You will receive the pool party request form via email indicating we have received your request. This form will have the total amount due. **We must receive payment in our office 14 days prior to the date of the event.**
* Once we receive payment you will receive confirmation that your party is on the schedule

The charge for each lifeguard is **$40.00 per hour plus a $25 Administrative fee**

**Number of People Number of Lifeguards**

1 to 25 people \* 1 lifeguard

26 to 50 people 2 lifeguards

51 to 100 people 3 lifeguards

101 + people 4 or more lifeguards

**TOTAL PARTY ATTENDEES, NOT estimated swimmers.**

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| CPM Pool Party Request |  |
| Community: | Providence Hils |
| Member name: |  |
| Email Address: |  |
| Phone: |  |
| Date of Event: |  |
| Start Time of Event: |  |
| End Time of Event: |  |
| Type of Event: |  |
| Number of Attendees: |  |
| Age of Attendees : | Children under 12     Teenage under 21     Adults |
| Alcohol | Yes         No |