

**Valleybrook Country Club's  
Member "Do-It-Yourself" Party  
at The Poolside Canopy  
2023**

- YOU MUST BE A VALLEYBROOK COUNTRY CLUB MEMBER TO HOST A DO-IT-YOURSELF PARTY
- Fee includes the use of 20'x25' area of a canopied party tent, 4 round dining tables with chairs, 1 serving table and one trash can
- Choose one of two 3-hour time blocks for \$295
  - 12 noon - 3 pm
  - or
  - 4pm - 7 pm
- You may also choose our full-day option for \$495
  - 12 noon - 7 pm
- REGULAR GUEST FEES APPLY (for any non-members attending)

**Requirements:**

- OUTSIDE FOOD DELIVERIES ARE NOT ALLOWED AND WILL BE PROMPTLY REFUSED (ie. pizza delivery, deli delivery, Door Dash, Grub Hub, Uber Eats, etc.)
- ALCOHOLIC BEVERAGES, glass dishes, glass bottles, grills, piñatas or confetti may not be brought onto the property. See Rules page for full details. Violators are subject to having their membership revoked.
- All coolers will be inspected upon arrival.
- You must bring your own paper products, cups, utensils, serving utensils, ice and coolers to keep food chilled. It is against Health Department regulations for Valleybrook to prepare or store patron's food items, including cakes or ice cream.
- Full Rental Fee & Contract are required to hold the date/time (Rental Fee is refundable, minus \$50 administrative fee, if cancellation is given a minimum of 4 hours prior to start of party.)
- Final Guest List of attendees & Credit Card Authorization Form is due 72 hours prior to event date/time. Final Guest List should include those you are unsure of. (Guests on your list who do not attend will not be charged for.)
- Final balance due for Guests & other fees must be made to the Gate Attendant at the conclusion of the party (3 pm or 7 pm). If payment is not made, the balance due will be charged to the credit card listed on the Authorization form at the conclusion of the party.
- A 3% credit card processing fee will be charged by the credit card processing company unless you elect to pay by cash or check at the conclusion of your party.
- It is the hosting member's responsibility to settle the balance due and seek out the Gate Attendant. Gate Attendants are not able to seek out the host.
- PARTIES MAY ONLY BE HOSTED BY VALLEYBROOK COUNTRY CLUB MEMBERS.

**READY TO BOOK? Contact Us to verify availability before submitting contract & payment!**  
[info@valleybrookcc.net](mailto:info@valleybrookcc.net) or 410-803-2334

Valleybrook Country Club  
1810 Valleybrook Drive  
PO Box 55  
Kingsville, MD 21087

# "Do-It-Yourself" Member Party Contract at The Poolside Canopy 2023

Date of Party: \_\_\_\_\_

- Time of Party:
- 12:00 noon to 3:00 pm (\$295)
  - 4:00 pm to 7:00 pm (\$295)
  - 12 noon to 7:00 pm (\$495)

Name of Host (Member's First & Last Name) \_\_\_\_\_

Phone (cell) \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_

email address \_\_\_\_\_

Home Address \_\_\_\_\_

Type of Party (birthday, graduation, school club) \_\_\_\_\_

Total ESTIMATED # of People (including your family), ages three and older: \_\_\_\_\_

Note: This is only an *estimate*, not the number you will be charged for. You MUST submit a Guest List & Credit Card Authorization form 72 hours prior to the event. Please include those you are unsure of!!! You will only be charged for those attending that day.

**\*\*\*\*\*REGULAR GUEST FEES APPLY FOR ANY NON-MEMBERS ATTENDING PARTY\*\*\*\*\***

(Contract/Agreement continues on reverse. You must include BOTH pages!)

**AFTER DEPOSIT IS MADE:  
EMAIL THE CONTRACT/AGREEMENT (first 2 pages) to [info@valleybrookcc.net](mailto:info@valleybrookcc.net) or FAX to 410-803-8985**

# Valleybrook Country Club

## “Do-It-Yourself” Member Party Agreement

Your date will be confirmed upon receipt of this contract along with the rental fee. We do not “HOLD” the date or time until BOTH contract and payment are received. Reservations are not confirmed until BOTH contract and payment are received. Reservations are on a first-come basis. **A Credit Card Authorization Form and a Guest List of attendees will be due 72 hours prior to event date/time & should include any of those unsure of attending, as well as your own family members if they are not members.** Failure to pay the rental fee, failure to submit this agreement, failure to submit a Guest List & failure to submit a Credit Card Authorization within 72 hours of start of party will result in forfeiture of date. Any additional balance due, payable in cash, check or credit card, is due at the scheduled conclusion of the event (either 3:00 p.m. or 7:00 p.m.) The rental fee will be considered your deposit and is only refundable with a 4 hour cancellation notice, minus a \$50 administrative fee. **VALLEYBROOK COUNTRY CLUB DOES NOT ACCEPT ANY FOOD DELIVERIES AND CAN NOT STORE ANY PATRON’S FOOD, CAKE OR ICE CREAM, NOR CAN IT SUPPLY ANY UTENSILS OR FOOD PREPARATION AREAS TO PATRONS.**

Valleybrook Country Club (herein also referred to as VCC) shall not be liable to the lessee for any loss or damage to the lessee or to any other person or to the property of the lessee or of any other person unless such loss or damage shall be caused by or result from a negligent act of omission or commission on the part of VCC, or any of its agents, or employees. The said lessee shall indemnify and save harmless VCC, its successors or assigns, from all claims and demands of every kind that may be brought against it, them or any of them for or on account of any damage, loss, or injury to persons or property in or about the leased premises during the term of the lease, and from any and all costs and expenses, including court costs and attorneys’ fees and other charges which may be imposed upon VCC, its successors or assigns or which it or they may be obligated to incur in consequence thereof.

- (A) Renting party agrees to make all attendees aware of, and comply with all posted and printed rules of VCC. A complete list of the rules has been enclosed with this contract.
- (B) VCC is fully licensed for the sale of all alcoholic beverages. **IT IS ILLEGAL FOR ANYONE TO BRING ALCOHOLIC BEVERAGES OF ANY KIND ONTO THE PROPERTY.**
- (C) All coolers will be inspected upon arrival.
- (D) It is the renting party’s responsibility to see that absolutely no minors are allowed to consume any alcoholic beverages on this property. If anyone is found to be violating this law, they will be expelled from this property immediately and reported to the police.
- (E) **NO FOOD FROM OUTSIDE SOURCES IS PERMITTED TO BE DELIVERED TO THE PARTY OR TO THE PROPERTY. DELIVERIES FOR PATRONS WILL BE PROMPTLY REFUSED & ASKED TO LEAVE PROPERTY.**
- (F) Piñatas, silly string and confetti are not permitted on the property.
- (G) Renting party is requested to perform reasonable basic clean-up after the event (i.e. disposing of refuse in containers provided).
- (H) Guest lists are required for all groups & **MUST** be submitted 72 hours prior to the event. They should include anyone who **MIGHT** attend, and should include the names of any non-members of your family.
- (I) Rowdiness, loudness, profanity, drunkenness, etc. will not be tolerated.
- (J) All vehicles entering and leaving the premises must do so at 10 miles per hour.
- (K) In the event of theft or damage to any club property, the lessee agrees to pay the cost of repair or equal replacement.
- (L) VCC reserves the right to determine the number of persons attending the event.
- (M) All parties must conclude at the end time of the contract. Guests are requested to leave party/picnic areas at conclusion of party.
- (N) No drugs, narcotics, or controlled substances of any kind are allowed on the club property at any time.
- (O) Guests are required to wear attractive leisure sportswear to the club. Swimsuits must be worn in the pools at all times. Athletic shorts and/or cut-offs may not be worn in the pools. Board shorts or swim shorts are the only shorts allowed in the pools. Swimwear must be modest in appearance. Proper tennis shoes and shirts must be worn on the tennis courts at all times.
- (P) **CANCELLATION POLICY:** Cancellations due to weather conditions must be made a minimum of 4 hours prior to scheduled start time. All groups forfeit \$50 of their deposit (administrative fee) if the event is canceled, for any reason.
- (Q) Any balances will be due immediately upon conclusion of the event, payable by cash, check, or credit card including adjustments for any damages that may have occurred and/or borrowed equipment not returned.

The undersigned hereby agree to the herein outlined terms and conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Authorized person hosting party)

<b>FOR OFFICE USE ONLY:</b>		
Signed: _____ <small>(Authorized VCC Officer)</small>	Deposit received: \$ _____	Date: _____
Type of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card		

# 2023 CREDIT CARD AUTHORIZATION for DIY party at The Poolside Canopy

You must submit this credit card authorization form along with your Guest List 72 hours prior to the start time of your party.

If you wish to pay cash or use Guest Credits at the conclusion of the party, you are still required to fill out the Credit Card Information below.

## Customer Credit Card Information

First and Last Name of Party Host (Must be a Member): \_\_\_\_\_

Exp Date \_\_\_\_\_ / \_\_\_\_\_

3 or 4 digit Security (CCV) Code \_\_\_\_\_

Visa / Mastercard / AMEX / Discover (circle one)

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cardholder's  
Cell Phone \_\_\_\_\_

Cardholder's Name (please print exactly as it appears on card) \_\_\_\_\_

Billing Address, City and State \_\_\_\_\_

Billing Zip Code \_\_\_\_\_ Your Email Address \_\_\_\_\_

Cardholder's signature \_\_\_\_\_ Today's Date \_\_\_\_\_

By signing above, I authorize Valleybrook Country Club to bill the card listed above for payment of all Guests and any other incidentals related to the contracted DIY Party at the conclusion of the party. I understand that if I have not made a cash payment for these fees and goods 15 minutes after the conclusion of the party listed in our contract, the balance due will be charged to the credit card listed above plus a 3% credit card service fee.

- I will be paying cash or by check for Guests. I understand that I must also submit credit card information & the fees will be charged to the card if cash/check payment is not made at the conclusion of the party.
- I will be using any available Guest Credits on my account to pay for Guests. I understand that I must also submit credit card information & the fees will be charged to the card at the conclusion of the party if there are not sufficient Guest Credits on my account.
- I will NOT be paying cash or using Guest Credits for Guests. Charge all Guest fees to the credit card listed above.

### Guest Fees for Non-Members ages 3 and above

(Ages 2 and under are no charge but should still be listed on Guest List)

Weekends \$15/person

Weekdays \$10/person

A \$5 discount is applied to any guest arriving after 5:00 pm.

Email or Fax this Form along with Guest List to:  
[info@valleybrookcc.net](mailto:info@valleybrookcc.net) or 410-803-8985 (fax)

# VALLEYBROOK COUNTRY CLUB

## PARTIES & PRIVATE EVENTS

### RULES AND REGULATIONS

#### GENERAL RULES

1. Management may issue, change, or abolish any rule at any time.
2. You must register at the gate, or if attendant is not at the gate, at the office.
3. Each guest will be responsible for all damage to or on club property caused by guest or guests' family.
4. Valleybrook Country Club (VCC) is not responsible for injuries sustained by members or guests using club facilities, for any reason.
5. VCC is not responsible for loss of or damage to personal property of its members or guests.
6. No drugs, narcotics, or controlled substances of any kind are allowed on the club property at any time.
7. Anyone under the age of 21 may not, under any circumstances, possess or consume alcoholic beverages at any time on the club premises in accordance with Maryland state law.
8. VCC is fully licensed in the sale of all alcoholic beverages. It is illegal for anyone to bring alcoholic beverages of any kind onto the property. Management reserves the right to search coolers, vehicles, and vehicle trunks of anyone suspected of bringing alcoholic beverages onto the property.
9. Parents are responsible for the good conduct of their children at all times. Children under 14 years of age must be accompanied by a parent or guardian at all times.
10. Rowdiness, horseplay, loudness, profanity, drunkenness, etc. will not be tolerated.
11. No glass, ceramic or breakable containers of any kind may be brought onto the club property.
12. No scooters, skateboards, or in-line skates allowed. Bikes must be left at the bike rack.
13. Absolutely no fishing, swimming, or wading in the pond.
14. Trash must be properly disposed of in receptacles.
15. Pets and/or animals of any kind are not permitted on the club property at any time.
16. Members and guests are required to wear appropriate attire. Management reserves the final decision on what is appropriate.
17. Parking shall be in designated areas only. Cars are not permitted in the picnic area below the Activity Pool.
18. For safety, driving speed is limited to 10 mph.
19. Earphones must be used with any electronic device including, but not limited to radios, tape players, TV's, CD, MP3 or DVD players.
20. All complaints of any nature should be submitted to the management for consideration.
21. All club facilities (except tennis courts) are confined to regular pool hours.
22. **Smoking or similar apparatus are NOT permitted inside the fenced pool area.**
23. Piñatas, confetti, silly string and similar items are not permitted on the property.

#### POOL RULES - GENERAL

1. All children who can not swim are required to be accompanied by an adult inside the swimming pool fence area.
2. Swimmers should shower before entering the pools.
3. **Parents are fully responsible for the safety of all minors.** Guards are present to enforce rules and administer first-aid.
4. Diving from the pool side is not permitted. For safety, please enter pools feet first. Diving is allowed from the diving boards only.
5. Running is not permitted in any of the pool or patio areas.
6. **Smoking or similar apparatus are NOT permitted inside the fenced pool area.**
7. Food and drink coolers are subject to random searches for alcohol and glass at managements discretion. Food and drink coolers are not allowed in swimming pool fence area.
8. Only toys made of soft plastic, soft rubber, etc., will be allowed on the premises, most especially around the toddler/youth pool area. Water guns are not permitted. Management reserves the final decision on whether a toy is permitted.
9. Children not toilet trained must wear plastic or rubber swim pants and are only permitted in the Toddler/Youth pool.
10. Street shoes are not allowed in the pool areas.
11. Rowdiness, shoving, ball throwing, spitting, spouting, nose-blowing, etc., is strictly prohibited in the pool areas.
12. Playpens are not permitted inside the immediate pool areas.
13. All injuries must be reported to pool attendants immediately.
14. Band-aids and bandages may not be worn into the pools.
15. Management reserves the right to close the pools at any time. In general, pools will be closed when the temperature is below 70 degrees Fahrenheit at VCC or there are 10 or less bathers in the pools.
16. Goggles or tshirts are not permitted while using the slides or diving boards.
17. Mermaid tails may only be used in the shallow end of the Family Pool.
18. The management has full authority to suspend or terminate pool and club privileges without refund to anyone who repeatedly fails to comply with the rules and regulations.

## TODDLER / YOUTH POOLS

1. The Toddler Pool (beach side) is for children age 4 and under accompanied within arms reach by a parent/guardian.
2. Infants and children not toilet trained must wear a rubber swim diaper.
3. Parent/Guardian must accompany non-swimmers in the water within arms reach at all times.
4. Older children who act inappropriately or jeopardize the safety of infants and toddlers will be asked to leave this area. Rowdiness will not be tolerated.
5. Soft play toys, flotation devices and water wings will be permitted in these pools only with adult supervision.

## FAMILY POOL

1. For safety purposes, non-swimmers must wear a life vest approved by the United States Coast Guard as a flotation aid. Water wings and other flotation devices are not permitted. Inner tubes are not permitted in this pool. No flotation aid of any kind is allowed on the deep side, past the 4-½ ft rope.
2. Children who can not swim must be accompanied in the water within arms reach of their parent/guardian at all times.
3. Infants and children wearing diapers or who are not toilet trained shall not be permitted in this pool.
4. Hanging on rope lines is prohibited.
5. Diving is prohibited anywhere in this pool. Starting blocks are solely for swim team use and only under the direction of a swim team coach.
6. To use the slide swimmers must be able to swim 1 width of this pool. The slide is to be used feet first in a sitting position only. Patrons using the slide must wait on the deck until the person in the water reaches the ladder. Parents may not "catch" children in slide discharge area at any time.
7. Food and drinks must be kept at least 8 ft from the perimeter of the pool at all times.

## ACTIVITY POOL

1. **Non swimmers are not allowed anywhere in this pool. Swimmers must be able to swim 2 widths of the Family or Activity Pool and tread water for 2 minute to swim in this pool.**
2. Infants and children wearing diapers or who are not toilet trained shall not be permitted in this pool.
3. Hanging on rope lines is prohibited.
4. Diving is only permitted from the diving boards. Only one person is allowed on the diving boards at a time. Patrons using the diving boards must wait on the deck until the person in the water reaches the ladder. Only one bounce is permitted. Children are NOT allowed to jump to their parents off the diving board. No flotation devices are allowed while jumping from the boards. No diving or jumping toward the walls. Divers must exit water at the closest ladder.
5. Dunking and hanging on the water basketball rim/net is prohibited. Water basketball may only be played from the water. No jumping and shooting balls from the deck areas.
6. The slide is to be used feet first in a sitting position only. Patrons using the slide must wait on the deck until the person in the water reaches the ladder. Parents may not "catch" children in slide discharge area at any time.
7. Artificial flotation devices are prohibited in this pool.
8. Food and drinks must be kept at least 8 ft from the perimeter of the pool at all times.

## LAZY RIVER AND VORTEX

1. **Non swimmers are not allowed anywhere in this pool. Swimmers must be able to swim 2 lengths of the Family or Activity Pool and tread water for 2 minutes to swim in this pool.**
2. Infants and children wearing diapers or who are not toilet trained shall not be permitted in this pool.
3. Inner tubes must be 36" or smaller and are permitted in the lazy river only. Inner tubes are not permitted in the vortex. Inner tubes are limited to 1 person per tube. Inner tubes may NOT be stacked. Life Vests are not allowed in the Lazy River.
4. Access to lazy river is only by the stairs, ladder, and pool connection channel. No diving or jumping into the lazy river from the deck.
5. No climbing or sitting on any of the lazy river walls, including the sides.
6. Lifeguards only are permitted on the lazy river island.
7. Maximum number of bathers allowed in the vortex at the same time is 8.
8. Food and drinks must be kept at least 8 ft from the perimeter of the pool at all times.

## TENNIS RULES

1. Skateboards, scooters, bikes, and in-line skates are not permitted on the tennis courts.
2. Balls, other than tennis balls, are not permitted on the courts at any time.
3. Flip-flops, hard-soled shoes other than tennis shoes are not permitted on the courts at any time.
4. Management reserves the right to close the soft courts at any time.
5. Tennis court lights must be turned off no later than 10:00 p.m. except during a VCC sponsored event.