



# INDOOR POOL PARTY REQUEST

NAME OF RENTER: \_\_\_\_\_ DOB: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ CHILD'S AGE: \_\_\_\_\_ D.O.B. \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATIVE PHONE: \_\_\_\_\_

CHILD T-SHIRT SIZE: 2T 3T YOUTHXS YOUTHS YOUTHM YOUTHL ADULTS ADULTM ADULTL

EXPECTED ATTENDANCE? \_\_\_\_\_

PARTY DATE: \_\_\_\_\_

<input type="checkbox"/> SATURDAY (POOL OPENS AT NOON)	<input type="checkbox"/> 11:00 A.M.	<input type="checkbox"/> 1:00 P.M.	<input type="checkbox"/> 3:00 P.M.
<input type="checkbox"/> SUNDAY (POOL OPENS AT NOON)	<input type="checkbox"/> 11:00 A.M.	<input type="checkbox"/> 1:00 P.M.	
<input type="checkbox"/> PARTY ROOM (MAX OCCUP. 30)	<input type="checkbox"/> MEETING ROOM #1	<input type="checkbox"/> MEETING ROOM #2	<input type="checkbox"/> MEETING ROOM #3

## Pick a party package from the choices below!

**Package A**  
**\$150**

- 25 SWIMMERS
- LEMONADE PITCHER
- WATER PITCHERS/ CUPS
- (1) T-SHIRT FOR THE GUEST OF HONOR
- NAPKINS AND PLATES
- PARTY AREA FOR 90 MINUTES
- UNLIMITED SWIMMING FOLLOWING PARTY UNTIL CLOSING

**Package B**  
**\$200**

- 25 SWIMMERS
- LEMONADE PITCHER
- WATER PITCHERS/ CUPS
- (1) T-SHIRT FOR THE GUEST OF HONOR
- NAPKINS AND PLATES
- PARTY AREA FOR 90 MINUTES
- UNLIMITED SWIMMING FOLLOWING PARTY UNTIL CLOSING

**Pizza Choice**  
 DOMINO'S

**Package C**  
**\$240**

- 25 SWIMMERS
- LEMONADE PITCHER
- WATER PITCHERS/ CUPS
- (1) T-SHIRT FOR THE GUEST OF HONOR
- NAPKINS AND PLATES
- PARTY AREA FOR 90 MINUTES
- UNLIMITED SWIMMING FOLLOWING PARTY UNTIL CLOSING

**Pizza Choice**  
 DOMINO'S

**\*\*CUSTOMERS MAY BRING IN A DESSERT OF THEIR CHOICE\*\***

DESSERTS MAY BE PLACED IN REFRIGERATOR (FREEZER IS NOT AVAILABLE)

**Choose 4**

- PEPPERONI
- SAUSAGE
- CHEESE

Additional PIZZAS available for \$15

**Choose 8**

- PEPPERONI
- SAUSAGE
- CHEESE

Additional PIZZAS available for \$15

**DEPOSIT \$150**  
DUE THIRTY (30) CALENDAR DAYS PRIOR TO THE EVENT.  
RENTALS LESS THAN 30 DAYS PRIOR TO THE EVENT SHALL REQUIRE THE SECURITY DEPOSIT AT THE TIME OF RESERVATION.

**CLEANING FEE \$25**  
DUE AT THE TIME OF RESERVATION  
NON-REFUNDABLE

Turn contract over to complete party room reservation.  
Sign contract and receive valuable tips and rules for the best possible party!

RENTAL FEES	Party package and cleaning fee(s) are due at the time of reservation
SECURITY DEPOSITS	A security deposit of one-hundred and fifty dollars (\$150.00) shall be due thirty (30) calendar days prior to the event. Rentals less than 30 days prior to the event shall require the security deposit at the time of the reservation. Delinquent security deposits are cause for reservation cancellation and forfeiture of rental fees. 1. Renter's credit card security payment will be charged to the credit card account. 2. Checks and cash will be deposited in the City of Arnold's financial institution.
SECURITY DEPOSIT REFUNDS	If approved, refunds shall comply with the City's accounts payable protocols. Security deposits will be refunded upon the conclusion of the event, minus any accrued "Additional Charges". 1. Credit card security deposits will have the deposit balance credited to the card's account. 2. Check/cash deposits may require four (4) to six (6) week for payment distribution. <p style="text-align: center;"><b>Additional Charges:</b></p> Pursuant to City Ordinance 230.080 (Liability) renter shall be liable for facility/property damages that occurred during the rental period which results from the event of the renter or is caused by any participant of said event. (Damage defined as an Act of God shall be exempted) Any damage to the interior finishes that require deep cleaning to restore to the pre-event condition shall be charged accordingly: One room - \$75.00 Each additional room - \$35.00 per room
FORFEITURE OF DEPOSIT	1. Fraudulent renter/application information intended to circumvent the resident/non-resident rental fees "shall be grounds for forfeiture of all fees and deposits regardless of the source of payments." 2. Any damage or conditions created by the renter or the event's participants that infringes on or restricts the use of the facility by other groups or programs. 3. Failure to comply with all applicable federal, state, county and municipal regulations and ordinances shall warrant the forfeiture of the renter's deposit.
CANCELLATION POLICY	"No refunds shall be issued for a rental that is cancelled less than thirty (30) calendar days prior to the rental date unless it is approved based on an acceptable exemption." Acceptable justification may include: Military transfer, Moving out of the area (more that a fifty (50) mile radius), medical and /or Death. The City reserves the right to request supporting documentation. Nonconforming cancellation requests shall be subject to management approval.
CANCELLATION REFUNDS	Written cancellation requests along with supporting justification shall be submitted to the Arnold Recreation Centers' administrative office. Written cancellation requests may be submitted via email to tkohut@arnoldmo.org, US Mail, and/or in person at the Arnold Recreation Center located at 1695 Missouri State Road, Arnold, MO 63010. <u>Verbal cancellation notification "does not constitute a formal cancellation request and will not initiate a reimbursement action."</u> Acceptance of a cancellation request shall not imply the approval of a reimbursement action. All written requests shall be subject to a departmental review. Upon receipt of a cancellation request, the Arnold Recreation Center will provide the registered renter a delivery confirmation. A representative of the Arnold Recreational Center may contact the registered renter for additional information. Cancellation refunds are subject to a ten (10) percent processing fee. Processing fee shall be deducted from the reservation deposit.
RESERVATION PROTOCOLS	<ul style="list-style-type: none"> <li>Reservations are exclusively for the registered renter and shall not be transferred.</li> <li>No Outside Food or Drink may be brought wit the exception of a dessert.</li> <li>Swimmers must be at least 48 inches tall to go down the purple slide. Any child with a flotation device (including water wings) must have an adult within arms reach in the pool at all times. This is in addition to the adult/child ratio printed below.</li> <li>Renter must provide the following supervision: (1) Swimming adult for each child age 2 and under.  (1) Swimming adult for every 6 children age 3 to 5 years old.  (1) Swimming adult for every 12 children age 6 to 8 years old.  (1) Supervising adult for every 10 children age 9 to 13.</li> <li>Renter shall be twenty-one (21) years of age and be present the entire rental period</li> <li>All decorations and event decor must be removed (hangers, tape, staples, etc.) <b>Confetti is prohibited.</b></li> <li>All outside vendors or entertainment must be pre-approved by the administrative staff.</li> <li>Weather Policy: If the facility closes due to extreme inclement weather, the renter may be eligible to reschedule only at the discretion of the administrative staff. Failure to occupy the rental due to weather conditions does not permit a refund and/or rescheduling.</li> <li>All rentals must follow the general facility rules, including but not limited to those enforced in the aquatic center. Renter agrees to hold harmless the City of Arnold, it's officials, and employees from any claim or cause of action brought by the renter, his/her agents, employees or guests, arising from the use of the facility.</li> <li>If treat bags are brought for the children, they may not be given out until guests are ready to exit the facility following the party.</li> <li>Pool Party guests do not have access to the outdoor pool, fitness area, or gymnasium.</li> <li>The use of the swimming pool area will begin immediately following your 90 minute use of the party room area. If the party does not use the full 90 minutes in the party area, the swimming may begin with the permission of the party host as soon as activities in the party area are completed, provided the pool is open at that time. Swim time will not begin prior to the time that is booked in the party area.</li> </ul>

**TIPS & INFO:**

- ALLOW CHILDREN TO HAVE A FEW MINUTES INBETWEEN THE TIME THEY EAT AND THE TIME THEY ENTER THE POOL. THIS GENERALLY CUTS DOWN ON EMBARRASSING INCIDENTS FOR THE CHILDREN AND RESULTS IN A MORE ENJOYABLE EXPERIENCE FOR EVERYONE. HOWEVER, ACCIDENTS DO HAPPEN, IF THIS SHOULD HAPPEN, BE AWARE THAT IT MAY AFFECT YOUR PARTY AND THEY MAY BE ASKED TO LEAVE THE POOL FOR A PERIOD OF 45 MINUTES. IF THIS SHOULD HAPPEN, YOU MAY CALL THE SUPERVISOR ON THE FOLLOWING MONDAY MORNING AND MAKE ACCOMMODATIONS FOR THE AMOUNT OF SWIMMING TIME THAT NEEDS TO BE ACCOMMODATED. PARTIES WILL NOT HAVE EXTENDED TIME IN THE PARTY ROOM AREA.
- YOU MAY ARRIVE 5 MINUTES PRIOR TO YOUR PARTY AND WILL BE ASKED TO SIGN IN AT THE FRONT DESK. YOUR PARTY HOST/HOSTESS WILL MEET AND GREET YOU THERE AND ESCORT YOU TO YOUR PARTY AREA. YOUR AUTHORIZED USE OF THE FACILITY WILL BEGIN AT THAT TIME. SWIMMING AUTHORIZATION BEGINS AFTER THE 90 MINUTE PARTY AREA ENDS.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

NAME ON CARD: \_\_\_\_\_ LAST FOUR: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ STAFF: \_\_\_\_\_  
TOTAL DUE: \_\_\_\_\_ PAID TODAY: \_\_\_\_\_ SECURITY DEPOSIT PAID BY: CC CHECK CASH PAID ON: \_\_\_\_\_ STAFF REC' BY: \_\_\_\_\_  
SECURITY DEPOSIT IS WAS: \_\_\_\_\_ REFUNDED \_\_\_\_\_ **AFTER RENTAL** KEPT \_\_\_\_\_ REFUNDED BY STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_  
AMOUNT: \$ \_\_\_\_\_ **ANY ADDITIONAL CHARGES** WHAT THE CHARGERS ARE FOR: \_\_\_\_\_  
\_\_\_\_\_ CHARGED BY STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_