## OUTDOOR POOL PARTY REQUEST

	DOB:						
EMAIL: CHILD'S NAME:	CHTLD'S AGE:	D O B					
ADDRESS:							
PHONE:							
CHILD T-SHIRT SIZE: 2T 3T YOUT							
EXPECTED ATTENDANCE?							
FRIDAY		1:00 P.M.	3:00 P.M.				
SATURDAY	11:00 A.M.	1:00 P.M.	3:00 P.M.				
SUNDAY	11:00 A.M.	1:00 P.M.	3:00 P.M.				
UMBRELLA SEATING	PICNIC SEATING						
PICK a party package from the choices below!							
<ul> <li>POCKO9C A SI50</li> <li>25 SWIMMERS</li> <li>25 CAPRI SUNS</li> <li>WATER PITCHERS/ CUPS</li> <li>(1) T-SHIRT FOR THE GUEST OF HONOR</li> <li>NAPKINS AND PLATES</li> <li>PARTY AREA FOR 90 MINUTES</li> <li>UNLIMITED SWIMMING FOLLO WING PARTY UNTIL CLOSING</li> <li>**CUSTOMERS MAY BRING IN A DESSERT OF THEIR CHOICE**</li> <li>DESSERTS MAY BE PLACED IN REFRIGERATOR (FREEZER IS NOT AVAILABLE)</li> </ul>	<ul> <li>POICKO9C B S200</li> <li>25 SWIMMERS</li> <li>25 CAPRI SUNS</li> <li>WATER PITCHERS/ CUPS</li> <li>(1) T-SHIRT FOR THE GUEST OF HONOR</li> <li>NAPKINS AND PLATES</li> <li>PARTY AREA FOR 90 MINUTES</li> <li>UNLIMITED SWIMMING FOLLOWING PARTY UNTIL CLOSING PIZZO ChOICC</li> <li>PAPA JOHN'S</li> <li>DOMINO'S ChOOSC 4</li> <li> SAUSAGE</li> <li> CHEESE</li> <li>Addi+iOnOI PIZZOS OVOIIOBLE FOR \$15</li> </ul>	POICK \$2 • 25 SWIMMERS • 25 CAPRI SUNS • WATER PITCHERS/C • (1) T-SHIRT FOR THE • NAPKINS AND PLAT • PARTY AREA FOR 90 • UNLIMITED SWIMM FOLLOWING PARTY PIZZO ChO □ PAPA JO □ DOMINO ChOOSE SAUSAG SAUSAG CHEESE Addi+iONOI P OVOIIOBLE fO	TUPS E GUEST OF HONOR ES MINUTES ING UNTIL CLOSING DICC HN'S 'S 8 NI E VII E				
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 OR RESERVATION. NON- REFUNDABLE							
TURN CON+RAC+ OVER +O 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.				
	<ol> <li>Renter's credit card security payment will be charged to the credit card account.</li> <li>Checks and cash will be deposited in the City of Arnold's financial institution.</li> </ol>				
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 a accrued "Additional Charges".     Credit card security deposits will have the deposit balance credited to the card's account.     Check/cash deposits may require four (4) to six (6) week for payment distribution.     Additional Charges: 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 resore to the pre-event condition shall be charged accordingly:     One room - \$75.00     Each additional room - \$35.00 per room				
FORFEITURE OF DEPOSIT	<ol> <li>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."</li> <li>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.</li> <li>Failure to comply with all applicable federal, state, county and municipal regulations and ordinances shall warrant the forfeiture of the renter's deposit.</li> </ol>				
CANCELATION REFUNDS	<ul> <li>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 pallen@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 requests 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.</li> <li>Renter's Full Refund         <ul> <li>No costs accrued</li> <li>14 days prior to event</li> <li>Costs accrued</li> <li>Costs accrued</li> <li>Costs accrued</li> </ul> </li> </ul>				
	<ul> <li>Salaries and event related fees shall be deducted from the renter's security deposit</li> <li>If a cancellation becomes necessary due to severe weather conditions, renter shall be eligible for a re-schedule if the cancellation is made before Outdoor Pool Opening on the day of the event by calling the Arnold Recreation Center at 636.282.2380. The Arnold Recreation Center is open for calls beginning at 7 am on Saturday and 9 am on Sunday. No refunds will be given for cancellations on the day of the event. If the Outdoor Pool should close due to severe weather, the following compensation policy will be in effect</li> <li>Renter's Non-refund compensation</li> <li>Event has started</li> <li>Event has not completed fifty (50) percent of the scheduled time</li> </ul>				
	<ul> <li>All event attendees shall be entitled to one (1) Day Pass coupon</li> <li>All food and drink items are the property of the renter</li> <li>Renter's Non-refund</li> </ul>				
	<ul> <li>Event has started</li> <li>Event has completed fifty-one (51) percent of the scheduled time</li> <li>No event or cleaning fees reimbursement</li> <li>All food and drink items are the property of the renter</li> <li>The "Force Majeure" clause shall be applicable</li> <li>Force Majeure: Neither party shall be liable for any failure to make or accept one or more deliveries arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action or arising out of God, fire, flood, war, sabotage, accidents, labor disputes, shortages or failure to supply</li> </ul>				
RESERVATION PROTOCOLS	<ul> <li>materials or equipment, interruption of or delay in transportation, or any other similar circumstance beyond the control of the party.</li> <li>Reservations are exclusively for the registered renter and shall not be transferred.</li> <li>No Outside Food or Drink may be brought with the exception of a dessert (freezer is not available).</li> <li>Swimmers must be at least 48 inches tall to go down the yellow slide. Swimmers must be under 48 inches tall to go down the blue slide. Any child with</li> </ul>				
	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.				
	<ul> <li>Renter must provide the following supervision: (1) Swimming adult for each child age 2 and under.         <ul> <li>(1) Swimming adult for every 6 children age 3 to 5 years old.</li> <li>(1) Swimming adult for every 12 children age 6 to 8 years old.</li> <li>(1) Supervising adult for every 10 children age 9 to 13.</li> </ul> </li> </ul>				
	<ul> <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.) Confetti is prohibited.</li> </ul>				
	<ul> <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> </ul>				
	• 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.				
	<ul> <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 indoor pool, fitness area, or gymnasium.</li> </ul>				
	<ul> <li>The use of the swimming pool area will begin immediately following your 90 minute use of the party 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>				
YOU MAY ARRIVE 5 MINUTES PRIOR TO YOUR PARTY AND WILL BE ASKED TO SIGN IN AT THE ADMISSIONS TOWER. YOUR PARTY HOST/HOSTESS WILL ESCORT YOU TO YOUR PARTY AREA. IF NEEDS ARISE PLEASE CONTANCT THEM. 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: PAI	D TODAY: SECU	JRITY DEPOSIT PAID BY: (( (H	ECK CASH PAID ON:	STAFF REC' BY:			