

NEW BERN PARKS & RECREATION
NEW BERN AQUATIC CENTER
SWIMMING POOL PARTY RESERVATION REQUEST

**PARTY
TIME:**

PLEASE CHECK ONE OF THE OPTIONS

- ☐ Friday 6:30pm – 8:30pm
☐ Saturday 6:30pm – 8:30pm
☐ Sunday 6:30pm – 8:30pm

RENTAL DATE

(Note: Rental is for this date only)

EXPECTED ATTENDANCE

Pool Party reservations are available June 1 – September 1, 2018

The person filling this form out and signing the application is responsible for their party and must be on site the entire time the party is being held, including set up and clean up.

Name

Address

City State Zipcode

Phone (Best Number) Email

*To reserve a time for a pool party, this application must be submitted no earlier than **six (6)** months prior to the desired date and no later than **three (3) days** prior to the reservation date. For this form to be processed, the refundable pool party deposit must be paid in full when the request is submitted.

Rental rate for advance reservations (8 days to 6 months prior to party) **must be paid in full no later than 48 hours prior to the event.**

Rental rate for late reservations (48 hours to 7 days prior to party) **along with deposit must be paid at the time of request.**

Only cash, credit or debit payments will be accepted within seven (7) business days of the desired reservation.

***A cancellation with less than 72 hours written notice shall result in forfeited pool party fees.**

The Pool Party Rate listed below includes a party for up to 30 people, and use of the pool.

Groups with **more than 30 people** shall incur an additional per person fee as stated below.

(This additional guest fee does not include parents/grandparents that are not in the water for pool activity.)

Pool Party Rates: Deposit - \$50.00 *(Deposit is refundable)*

\$150.00 *(City Resident)*

\$200.00 *(Non Resident)*

Additional Guest Fees:

\$5.00 per person

\$5.00 per person

I/We (applicant) agree to be fully responsible for the facilities rented per conditions as outlined on the front and back of this reservation request. Applicant understands that this request should be returned to New Bern Parks & Recreation Administration for processing. Applicant understands this request is subject to the approval of the Director of Parks and Recreation or his designee. Applicant further agrees to save, defend, and hold harmless the City of New Bern, NC, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from applicant's use of occupancy of any City of New Bern, NC property or any activity conducted by applicant on that property. Failure to comply with guidelines listed herein may result in additional costs incurred for damages that may occur while the facility is being rented.

Signature of Applicant

Date

For Office Use Only

Deposit Paid \$ Date: Rental Rate Paid \$

Copy of contract issued to renter:

Rental fee paid by: ☐ Cash ☐ Check# ☐ Credit

Approved by: Date Scanned & Entered in RecDesk:

Applicant may begin their set up for the birthday party no earlier than **30 minutes** prior to the date and time specified on the face of this contract. Please note: **Pool area must be cleaned and returned to its pre-rental condition with all supplies removed no later than 30 minutes after the end time of the rental.** No members of the party may enter the pool until the designated start time of the party. Swim activities end at the designated end time. No exceptions. All Party members must check in at the front desk.

1. **Hold Harmless:** Applicant agrees to save, defend, and hold harmless the City of New Bern, its agents/employees from any and all claims for loss/damages, including any fees, fines or penalties (including legal fees and costs incurred) arising from the Applicant's use or occupancy of any City of New Bern property for any activities conducted by Applicant on that property.
2. In the event of thunderstorm or severe weather, the party may be rescheduled or fees refunded. Thunderstorms or severe weather occurring after the party starts may be refunded up to 50% of the party cost.
3. No staples, nails, tape, thumb tacks, etc., may be inserted into walls, doors, ceilings, fixtures etc....
4. Applicant is responsible for removing all trash, decorations, debris and cleaning areas used for the party to its original condition. This includes sweeping, hosing, storing tables/chairs, etc.... Cleanup must be completed by the end of the rental period.
5. Do NOT park on the grass for loading/unloading.
6. The purpose of this rental is for a private party only. No admission fees or funds in general may be collected from the public for this activity.
7. Applicant shall be responsible for replacement cost of any damages that occur to the building or contents during their rental period. Parks and Recreation staff inspect the facility after each rental.
8. This property is subject to all ordinances of the City of New Bern. The City of New Bern's noise ordinance is in effect. Loud music is not allowed. Parks and Recreation Staff and/or New Bern Police reserve the right to shut down the event if any rules and regulations are not adhered to.
9. Payment for additional party members is due by the end of the party and may be deducted from the deposit, unless other arrangements have been made. Lifeguards and front desk staff will verify the participant numbers with you.
10. All events (*for ages 20 and under*) must be properly chaperoned.
11. The Director of Parks and Recreation reserves the right to deny applications submitted for pool party requests.
12. All decorations, equipment, paraphernalia, food, trash etc.... installed by the applicant or their authorized representatives must be removed from the facility prior to the end of the contract period stated on the front of this application.
13. **The person filling this form out and signing the application is responsible for this party and must be on site. The entire time the party is being held, including set up and clean up.**
14. Please list name and contact information for any independent contractors such as caterers, decorators, photographers, etc.. that you plan on using for this event:

SWIMMING POOL RULES & REGULATIONS

1. Swimmers must be in bathing suits. No street clothes permitted.
2. Please shower with soap and water before entering the pool.
3. Please see the Lifeguard on duty for any questions or concerns.
4. No Profanity!
5. The City of New Bern assumes **NO RESPONSIBILITY** for lost or stolen articles.
6. No diving from pool deck is allowed.
7. Height restrictions and a swim test are required to go down the slide.
8. Glass is prohibited in the pool and on the pool deck.
9. Food & Drinks are not allowed within 6 feet of the edge of the swimming pool. No chewing gum. No glass containers. No alcohol.
10. Noise making devices such as whistles, horns, etc... Are prohibited. Loud music is not permitted in this facility.
11. Injuries occurring on the premises should be reported to staff immediately.
12. Anyone having a communicable skin disease (*open sore, rash*), or wearing bandages, will not be allowed to enter the water.
13. Anyone with eye, ear or respiratory infections or those experiencing diarrhea or nausea should not enter the water.
14. Only authorized personnel will be allowed in the Filter Room & Storage areas.
15. No Pets Allowed. Service Animals are permitted on the deck.
16. No horseplay of any kind will be allowed.
17. Children 10 and older may swim without parent or guardian supervision.
18. Children 9 and under require parent or guardian supervision.
19. Children 5 and under require a parent or guardian to be actively watching the child and within arms' reach at all times.
20. Only flotation devices approved by the US Coast Guard will be allowed in the water.
21. Any toys, balls, flotation devices, masks, fins, snorkels must be approved by the Lifeguard on duty, prior to use in the pool. These items are subject to removal at the discretion of Staff. Nerf/Spongy types of play toys are not permitted.
22. Squirt guns are not allowed.
23. Obey the instructions of Lifeguards and Staff Members at all times.
24. Lifeguards are responsible for enforcing facility rules and regulations. If you have problems, please speak with the Lifeguard. If the issue cannot be resolved, please speak to the Facility Supervisor.
25. Children of diaper age must wear diapers approved for swimming pool use. Swim diapers are available for purchase.

I Understand: Initials: _____
