

INSTRUCTIONS: Once you have completed your reservation form you may mail to the City or drop it by the City pool office.
 Reservation form and deposit must be paid two (2) weeks in advance of your pool party.
No pool party will be considered booked until payment has been received and confirmation by the Pool Manager.

**CITY OF CAMDENTON
 POOL PARTY RESERVATION FORM**

DATE: _____

APPLICANT: _____

PHONE # _____

MAILING ADDRESS: _____

DATE OF PARTY: _____

COSTS:	Reservation of the pool:			
	0-50 Guests	\$125.00	76-100 Guests	\$175.00
	51-75 Guests	\$150.00	100+ Guests	\$175.00 + \$2.50
	Clean-up Deposit :	\$ 50.00		per additional guest

PRIVATE PARTY POLICY

1. Available Times: Tuesday-Thursday-Friday-Saturday 6:30-8:30 PM; Sunday 5:00-7:30 PM
2. Reservation and deposit must be paid two (2) weeks in advance.
3. Food and drinks available or you can cater the event **(no outside drinks)**
4. Tables are available for your use
5. **NO ALCOHOLIC BEVERAGES**
6. To receive cleaning deposit back the facility must be left clean (trash picked up, etc.). Deposit will be refunded to applicant at the above listed address within 3 business days of notification.
7. You are responsible for your guests
8. All other Aquatic Facility rules apply while private party is in session
9. Facility is totally smoke/tobacco free
10. Cancellation fee will be as follows: 2 week notice – 100% refund; 1 week notice – 75% refund; Less than 72 hours notice – 50% refund. Weather conditions will be taken into consideration when assessing cancellation fees.

I agree to abide by the above stated policy:

 Applicant's Signature

 Aquatic Facility Manager

Manager: Please attach the original form to the daily deposit report.

(Office Use Only)

Clean Up Deposit \$ **50.00**

Party Reservation \$ _____

TOTAL: \$ _____ Check # _____ Cash

In accordance with the pool policy the facility was left in an acceptable condition: YES NO (Circle One)

Inspected by: _____.

Results e-mailed to Finance Officer/Treasurer on _____ (date).

Deposit returned on _____ (date) Check # _____

 Finance Officer/Treasurer