

# Open Swim Party Reservation Form

Name	Number of Attendees **
Street Address	Date of Rental
City	Party Room Time
Adult Sponsor	Swim Time
Ph. Number	**Up to 30 Swimmers. Over 30 = \$3 for each extra person

<b>Saturday AND Sunday</b>		
<b>Party Room: 11:30A - 12:30P</b>	<b>Party Room: 1:30P – 2:30P</b>	<b>Party Room: 3:00P – 4:00P</b>
<b>Swim: 12:30P – 2:30P</b>	<b>Swim: 2:30P – 4:30P</b>	<b>Swim: 1:00P – 3:00P</b>

(Initial) \_\_\_\_\_ There will be a **30 MINUTE WINDOW** between reservations. You are expected to have your area clean and all belongs removed before the next rental. If you require more time for your reservation, check with the front desk before your rental about purchasing additional hours. If you stay longer than the time indicated on this contract, you must pay a penalty of \$10 per 15 minutes past your contract time.

**Facility Rental Deposit**

- Facility deposit is **NON-REFUNDABLE** if reservation is cancelled
- Facility deposit **MAY** be transferrable to another reservation, if the Manchester Parks and Recreation Department is notified at least 10 business days in advance and the **NEW** reservation must be scheduled within 30 days or the deposit will be forfeited.
- Deposit will be applied to the total balance of rental
- Deposit must be paid in full and reservation completely filled out and signed before reservation can be made.
- Deposit amount is half the rental fee.

**Facility Rental Payment**

- Facility rental fee must be paid in full at least 7 day prior to reservation.
- Refunds will **NOT** be given for non-use of facility or cancellation not made within 10 business days of rental.
- Refunds that are issued will be minus the NON-REFUNDABLE DEPOSIT.
- **Facility Changes MUST be submitted in Writing**

**Open Swim Party Rules**

The pools and party room are the only areas reserved. Participants **ARE NOT ALLOWED** to use any other facility in the complex unless they have a membership or they paid the daily admission fee.  
**No entry into the party room more than 15 minutes prior the reservation scheduled time.**

<b>\$100.00</b>		<b>\$50.00</b>			
Total Fee	--	Deposit	=	Balance	Date Paid In Full

**Terms and Conditions of Agreement**

(Initial) \_\_\_\_\_ Clean Up will be done by the above person/organization. If clean-up is not satisfactory, a cleaning fee must be paid and/or future rental privileges will be revoked.  
 The above person/organization indicated assumes full responsibility for all persons involved in the activity during the hours indicated and to indemnify and hold harmless the Manchester Parks and Recreation Department and the City of Manchester against any and all claims for loss, injury, or damage to persons or property. The above person/organization further agrees to be responsible for the conduct of the activity and the condition of the facility upon expiration of the authorized time as indicated above. There is no smoking allowed in the Manchester Recreation Complex. The use of alcoholic beverages is prohibited in any park facility and park grounds. Any damages to park facilities or equipment will be the responsibility of the above person/organization. There is a \$20.00 return check fee. Customer will be responsible for costs of collection including 33 1/3 collection costs, court costs and attorney fees.

Signature	Date	Staff Initials
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