Open Swim Party Reservation Form

_____ Name

_____ Number of Attendees **

_____ Street Address

_____ Date of Rental

_____ City Zip

_____ Party Room Time / Swim Time

_____ E-mail**

_____ Phone Number

**Up to 30 Swimmers. Over 30 = $3 for each extra person

Saturday	Sunday
Party Room: 11:30A - 12:30P ~ **Swim: 12:30P – 2:30P** **Party Room: 1:30P – 2:30P ~** **Swim: 2:30P – 4:30P** **Party Room: 3:00P – 4:00P ~** **Swim: 1:00P – 3:00P**	**Party Room: 1:30P – 2:30P ~** **Swim: 2:30P – 4:30P** **Party Room: 3:00P – 4:00P ~** **Swim: 1:00P – 3:00P**

(Initial) _____ There will be a 15 MINUTE WINDOW between reservations. You are expected to have your area clean and all belongings removed 5 minutes after your 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 and future rental privileges may be revoked.

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 in writing 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 form 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 10 minutes prior the reservation scheduled time.
All pool rules apply to parties and guests age 17 and below are not permitted to use the therapy pool.
No tape or tacks may be used in the party room.

_____ 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