



Pine Bluff Aquatic Center Private Party Application

Phone: 870-850-7620

Email: Aquatics@cityofpinebluff.com



Applications must be received 7 days prior to rental request date.

- **Cost:** A **Private Party** is **\$600.00**. This includes both party rooms and the entire swimming auditorium. This is only available after hours on Saturday or Sunday from 5-7 PM or 7-9 PM. A **\$100.00** non-refundable deposit is due within one week of reservation confirmation in order to hold your date and time. Remainder of fee (**\$500**) is due 7 days prior to event or reservation will be canceled.
- Each room (2) includes 4 banquet type tables and 25 chairs.
- Decorations, music, food and non-alcoholic drinks are allowed in party rooms but no holes allowed in walls.
- No food or drinks are allowed in the pool areas.
- All guests are required to shower and sign waiver prior to swimming.
- Security will be the responsibility of the customer for groups over 100 (see management for details).

Initials _____

This form **does not** guarantee your reservation for use of the facility. The information will be submitted and you will be contacted by phone and/or email.

All Rental Fees must be PAID IN FULL to secure reservation-NO EXCEPTIONS.

Initials _____

Responsible Person (Applicant) _____		Today's Date ____/____/____	
Phone (C) _____		(H) _____	(W) _____
Address _____		City _____	St _____ Zip _____
Email Address _____		Number of Guests _____	
Event Purpose: _____		Sponsoring Agency/Group: _____	
Choice #1 Date ____/____/____		Beginning Time: _____	End Time: _____
Choice #2 Date ____/____/____		Beginning Time: _____	End Time: _____
Choice #3 Date ____/____/____		Beginning Time: _____	End Time: _____
On going: <input type="checkbox"/> No <input type="checkbox"/> Yes, Dates: _____			
Additional information: _____ _____ _____ _____			

By signing this form, I acknowledge that I have read and will abide by the Pine Bluff Aquatic Center's Rules & Regulations. The renter is responsible for ensuring that all guests and chaperones are aware of and comply with all rules and regulations of the facility.

Responsible Person's Signature _____ **Date:** _____

PLEASE SEE ADDITIONAL PAGE FOR RENTER'S RESPONSIBILITY AGREEMENT

Pine Bluff Aquatic Center
400 East 11th Avenue, Pine Bluff, AR
Room Renter's Responsibility Agreement

To ensure the Pine Bluff Aquatic Center achieves its goals of providing clean, safe and healthy facilities, and a positive reservation/check out experience, we have developed the following information on rules, terms and conditions for renting Aquatic Center's facilities. By signing the Room Application, the renter states that the renter has read and agrees to abide by all conditions

Initials _____

RENTAL PROCEDURES/POLICIES

1. **RESERVATIONS:** The applicant must be 21 or older. The applicant, not designee, is required to sign the application. The total rental fees are due within a week of the date of the reservation.
2. **APPLICATION APPROVAL:** The Facility manager initiates the approval process, however, Management, and the Division Chief of the Parks and Recreation Division, reserve the right to inspect and/or deny any request for good cause. An explanation will be provided.
3. **RESCHEDULING/TRANSFER:** Only one (1) rescheduling and/or transfer of a rental is permitted.

Initials _____

RULES

1. General Admission into the facility is included in facility's rental
2. Guests are required to shower prior to swimming
3. No food or drinks allowed in the pool areas
4. Please be out of party rooms at assigned time
5. Party room should be cleaned before leaving
6. No holes in the walls
7. Review and observe the dress code. Swimmers must wear modest swimwear, no street clothing in the pool
8. Observe and follow all lifeguards' instruction
9. No alcohol, drugs or smoking allowed on the property
10. Any individual under the influence of alcohol or drugs will not be allowed in the facility
11. The responsible person signing the permit must attend the event from the beginning to end.
12. The set up and clean up time is included in your rental time frame.
13. The renter is responsible for all set-up and takedown/return of tables and chairs and other center equipment and for light cleaning.
14. Aquatic Center staff should be notified of major spills and messes upon occurrence.
15. The building and all equipment must be used and treated appropriately, and not abused or broken.

Initials _____

NOTICE OF VIOLATION

The staff on duty will notify you (the renter) of observed violations. You must correct them immediately or forfeit your rental and exit the facility without reimbursement.

Initials _____