

POOL & MULTI-PURPOSE ROOM RESERVATION FORM

Name of event:		
Name of Renter:		Mailing address:
Phone Number:	(Home)	(Cell) Street Address:
Date of event requested:		Time in pool: Time in MPR room:

Decoration and Set-Up

- No confetti inside or outside of the facility.
- No open flame items are permitted in the MPR Room, (such as candles).
- When setting up equipment (tables, chairs, etc.) ALL exits are to be kept clear and accessible in case of emergency.
- Please carry tables (DO NOT drag them).
- You are responsible for your own tablecloths
- Set-up tip: Get all your tables where you want them BEFORE putting out any chairs.

Clean-Up and Damage Deposit

Damage deposits will be returned upon verification that no damage or extra cleaning is incurred by the staff. Damage deposits are returned as facility credit or cheque. All or part of your damage deposit may be withheld if any of the following has to be completed by the facility staff:

- | | |
|---|--|
| ➤ ALL tables & chairs to be put away by stacking them correctly | ➤ All garbage to be taken to the large bins located outside the facility |
| ➤ Sweeping of the entire floor as needed | ➤ Mopping of the entire floor as needed |
| ➤ Removal of all recyclable products | ➤ Dishes that were used are washed and away |

Multi-Purpose Room

	Full Room – Hourly Rate	\$32.00 per hour
	Full Room – Full Day (4+ hours)	\$224.00 per block
	½ Room – Hourly Rate	\$21.00 per hour
	½ Room - Full Day (4+ hours)	\$147.00 per block
	Projector (portable) w/ damage deposit	\$75.00
	Extra cleaning of the MPR Room	\$50.00 per hour
	MANDATORY DAMAGE DEPOSIT	\$55.00 per party
✓		

RESERVATION FEES

ALL PARTY PACKAGES INCLUDE:

- ☐ 1 Hour of swimming during Public Swim hours
- ☐ 1 Hour in the MPR Room
- ☐ 10 Kids and 3 Adults (Children ages 7 & under are required to have 1 adult within arm's reach in the pool per 3 children)

** Extra charge for going over the 1 hour limit in either the MPR Room or pool. Get 15 minutes prior to and 15 minutes after the party for set-up & clean-up. Also Additional charge for going over the max participants **

PARTY PACKAGES

	Full Room with kitchen 1 Hour swimming during public swim 1 Hour in the MPR Room	\$115.00 per party
	½ Room 1 Hour swimming during public swim 1 Hour in the MPR Room	\$85.00 per party
✓	MANDATORY DAMAGE DEPOSIT	\$50.00 per party

POOL BOOKINGS

	Private Pool Rental (up to 40 People)	\$155.00 per hour
	Pool Damage Deposit (Refundable)	\$75.00 per rental
	Pool Booking Deposit (Due at time of booking)	50% of TOTAL booking fee per event
	School Group	\$77.00 per hour
	Per Lane Rental	\$31.00 per hour/ per lane
	Extra Lifeguard	\$52.00 per hour/ Per guard
	Aquafit Instructor-With Pool Rental	\$35.00/per hour PLUS pool rental

- All bookings can be made via:
 - ☐ In person at the Beaverlodge West County Pool
 - ☐ Email
 - ☐ Phone
- 50% of total fees are due at the time of the booking

** For Office Use Only **

Total Reservation Cost:	\$
Total Deposit (50% Of Total Cost):	\$

I agree to the terms and condition of this rental agreement;

X _____ / X _____ / _____
(Customer Signature) (Employee Signature) (Date)

***OFFICE USE*
ONLY**

Room Was Clean Upon Renters Arrival	
Renter Initials	Staff Initials

TO BE COMPLETED AT TIME OF RESERVATION:

Employee Who Created Booking:		
Booking Entered In Activenet On:		
Booking/Payment Receipt Number:		
Permit Number:		
How Does Customer Want Refund?	Account/ Original Pymt	
Do They Require Staff Set-Up/Take Down?	YES	NO
Is This A Birthday Party Package?	YES	NO
Swim Time In Pool:	From:	To:
Time In MPR Room:	From:	To:
Deposit Amount Collected:	\$	
Remaining Balance To Be Paid:	\$	

CHECKLIST:

☐	Booking was entered into Activenet
☐	ALL BOOKING INFORMATION HAS BEEN PROVIDED IN THE NOTES SECTION OF THE PERMIT
☐	Permit has been approved
☐	Customer's address was confirmed
☐	Customer's phone number was confirmed
☐	Booking form has been completely filled out
☐	Booking form has been signed & dated by customer
☐	The customer has been informed of the time limitations
☐	Customer has been informed about participant restrictions, and extra charges that may be incurred.
☐	Booking has been written & color coded on CSR calendar
☐	Pool booking has been written on the lifeguard calendar
☐	Permit, Booking form & Receipt have been stapled and put in the MPR Booking binder in order: (Earliest To Latest)

Employee Signature:

Date:

TO BE COMPLETED DURING/AFTER THE RESERVATION:

Employee On Shift During Reservation:		
Has The Booking Been Paid In FULL?	YES	NO
FINAL Payment Receipt Number:		
Number Of Children Counted (Pool):		
Number Of Youth Counted (Pool):		
Number Of Adults Counted (Pool):		
Is There A Charge For Extra Guests?	YES	NO
IF YES, How much?	\$	
Is There An Extra Charge For Extra Swimming Time?	YES	NO
IF YES, How Much?	\$	
Were The Additional Charges Paid?	YES	NO
Did staff do a walkthrough with the renter before they left?	YES	NO
Renter Initials	Renter	Staff
Are they entitled to a full refund? If No, Explain:		

CHECKLIST:

☐	Booking Paperwork removed from binder
☐	Booking information reviewed and tracked
☐	Customer balance is completely PAID IN FULL
☐	Confirmed with customer how they would like their refund
☐	MPR Room checked for cleanliness, garbage, recycling, floors etc.
☐	Email sent to ALL CSR's about booking & cleanliness
☐	Completed bookings & Checklist placed in completed

Employee Signature:

Date: