



Edward T. Hall Aquatic Center Birthday Party Rental Application

Phone: 410-414-8350 Fax: 410-414-8361 Email: hac3@co.cal.md.us



Cost: The Birthday Party room is **\$120.00** per (1.5) one and half hours.

Includes:

- Fee include the cost of admission to the facility for 20 people including the birthday child and the host parent(s).
- Room capacity is 20 people including adults and chaperones. Additional admission can be purchased at cost the day of the event but only 20 people will be admitted into the party room at one time.
- The room is available for the purpose of serving cake and opening presents only.
- Party Reservation time includes set up and clean up time. Admittance to the room prior/after reservation is not available.

Guidelines: Everyone going onto the pool deck must be attired in a swimsuit. There must be a least one adult that is getting in the pool with a swim group of every 5 children under the age of 13. The facility provides lockers and showers, you must provide your own lock. Do not bring valuables to the facility. All personal clothing and personal items should be placed in locker and locked.

Applicant must provide a check-in roster at least 5 days prior to event via fax or email!

Initials _____

This form does not guarantee your reservation for use of the facility. The information will be submitted to the facility booking coordinator and you will be contacted by phone. Reservations emailed or faxed are reviewed Monday-Friday, 9 a.m.—5 .p.m. Walk-in reservations are handled first, Saturday-Sunday during facility hours.

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

Initials _____

PLEASE PRINT LEGIBLY

Responsible Person (Applicant) _____ Today's Date ____/____/____

Phone (C) _____ (H) _____ (W) _____

Address _____ City _____ St _____ Zip _____

Email Address _____ Number of Guests (Max 20) _____

Name of Birthday Child _____ Age of Birthday Child _____

Party Date **Choice #1** ____/____/____ **Party Date Choice #2** ____/____/____ **Party Date Choice #3** ____/____/____

Please Circle Day/Time For Party Room and Mark Choice Number

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:45am-12:15 (Must swim after)	12:00-1:30pm (Must swim after)	12:00-1:30pm (Must swim after)	12:00-1:30pm (Must swim after)	12:00-1:30pm (Must swim after)	12:00-1:30pm (Must swim after)	12:00-1:30pm (Must swim after)
12:30-2:00pm	1:45-3:15pm	1:45-3:15pm	1:45-3:15pm	1:45-3:15pm	1:45-3:15pm	1:45-3:15pm
2:15-3:45pm	3:30-5:00pm		3:30-5:00pm		3:30-5:00pm	3:30-5:00pm
4:00-5:30pm	5:15-6:45pm		5:15-6:45pm		5:15-6:45pm	5:15-6:45pm
5:45-7:15pm	7:00-8:30pm		7:00-8:30pm		7:00-8:30pm	7:00-8:30pm
7:30-9pm (Must swim before)						

By signing this form, I acknowledge that I have read and will abide by the Calvert County Parks and Recreation Swimming Pool 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 REVERSE SIDE FOR RENTER'S RESPONSIBILITY AGREEMENT

Office Use Only

Total Paid \$ _____ Entered by _____ Date: _____ Reservation # _____

Edward T. Hall Aquatic Center
130 Auto Drive Prince Frederick, MD 20678
Birthday Party Renter's Responsibility Agreement

To ensure the Division of Parks and Recreation 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 Calvert County facilities. By signing the Permit Application on the reverse side of the this agreement, 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 at the time of the application. Make all checks/money orders payable to: Calvert County Parks and Recreation (CCPR). We also accept MasterCard, Discover and Visa for all payments.
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. **CANCELLATIONS:** All cancellations will be charged a \$5 Service Fee. Written notice of cancellation must be received at least 14 days before the event to receive the full remainder of the rental fee. A notification received less than 14 days before the event shall result in the forfeiture of (1/2) one-half the total rental fees. A full refund will be issued in the event of a facility failure.
4. **RESCHEDULING/TRANSFER:** Only one (1) rescheduling and/or transfer of a rental is permitted. Any request to do so made less than 14 days of the original date shall be charged an additional \$5 schedule fee. A rental that cannot be rescheduled must be cancelled according to the CANCELLATION policy.

Reservation number must be provided for cancellations/transfers! (Obtain from reservation receipt)

Initials _____

RULES

1. Party guests will not be admitted into facility until party host arrives. Party host must remain at facility for the duration of the rental.
2. Center staff **MUST** be respected and obeyed.
2. Candles on birthday cakes are allowed. The use of any other open flames, "silly string", and fog machines, hanging decorations from ceiling are prohibited.
3. Any activities deemed inappropriate and indicated by the Center staff are prohibited.
4. Tampering with thermostats or light fixtures is prohibited.
5. Your event and guests must remain in the rooms requested and approved. Common areas are NOT included for use.
6. The responsible person signing the permit must attend the event from the beginning to end.
7. The set up and clean up time is included in your one and half hour rental.
8. The renter is responsible for all set-up and takedown/return of tables and chairs and other center equipment and for light cleaning as indicated in the rental packet. Aquatic Center staff should be notified of major spills and messes upon occurrence.
9. The building and all equipment must be used and treated appropriately, and not abused or broken.
10. The rental permit signer must check out with the center staff to insure the room is in good condition prior to leaving.

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. Copy of pool rules are available at the facility and can be provide upon request.

Initials _____