



MELVIN FORD  
AQUATIC CENTER

## Summer Pool Party Rental Agreement June 12, 2021 – August 8, 2021

Host your next birthday party at the Melvin Ford Aquatic Center! Our pool party pavilion is the perfect space for guests to enjoy games, cake, and more! The pool party pavilion is located on the pool deck and is large enough to comfortably accommodate twenty (20) guests and comes furnished with tables and chairs. Melvin Ford Aquatic Center offers 3 different pools for people of all ages and swimming abilities.

### RENTAL DEPOSIT

- \* Payment of \$150 for members/\$175 for non-members must be made in full at the time of reservation.
- \* \$75 SECURITY deposit fee (by check or credit card on file) must be submitted in full at the time of reservation.
- \* Deposit fee will be held and returned, depending on the condition the space is left in, within 3 business days after your event date.

### RENTAL RATES & FOOD GUIDELINES (\$150 for members/\$175 for non-members FOR 1.5 HOURS)

Rental fee is due at the time of booking.

Rental fee includes access for 20 guests. \$4 will be charged per additional guest, regardless of whether they swim or not. Renters may bring cake, cupcakes or cookies. **NO** other food or drink will be allowed. A drink ticket will be provided per party guest.

### CANCELLATION POLICY

- \*A full refund (-\$5 processing fee) will be granted if cancellation is made 30 days prior to the date of the event.
- \*If cancellation is received within 30 days of the scheduled reservation, the renter will receive 50% of rental fee (-\$5 processing fee) and full deposit.

\_\_\_\_\_  
NAME OF APPLICANT

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DOB

\_\_\_\_\_  
CITY/ZIP

\_\_\_\_\_  
NUMBER OF ATTENDEES

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
DATE OF PARTY

### Monday, Tuesday & Thursday

- 12:30 – 2:00PM     2:30 – 4:00PM

### Friday & Saturday

- 12:00 – 1:30PM     2:00 – 3:30PM     4:00 – 5:30PM

### Sunday

- 12:30 – 2:00PM     2:30 – 4:00PM

### OFFICE USE ONLY

ROOM ENTRY TIME: \_\_\_\_\_

ROOM EXIT TIME: \_\_\_\_\_



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### Pool Party Rental Agreement

- Any Amendments to the rental agreement executed must be made by the primary renter
- Changes to the time and date of rental will be made at the discretion of the Melvin Ford Aquatic Center staff and will be based on availability
- Renter must be eighteen (18) years of age to make a reservation
- Cancellation of rental within 30 days prior to the event will result in forfeiture of 50% of the rental fee
- Renter, whose name and signature appears on the contract, will be the main contact person and must be on-site, or in attendance, of the event, and available for contact
- Renters, guests, caterers, or part of the renting party will not be allowed entry until time stated on the contract. It is the renter's responsibility to notify any 3<sup>rd</sup> party vendors of this policy
- Bentonville Parks and Recreation is not responsible for unattended or damaged items left in the facility
- Any equipment brought in cannot be left in the facility before time designated in the contract and must be removed immediately after the event has occurred
- Renter, whose name and signature appear on the contract, shall be the responsible party for any loss or damage to Melvin Ford Aquatic Center property caused by an attendee of the activity during time of rental. Such responsible party shall be responsible to the extent of paying the necessary cost and expenses needed to replace or repair damaged items
- Renter and his/her guests should remain in the designated area, other than restrooms
- The use of alcoholic beverages is strictly prohibited
- The Melvin Ford Aquatic Center is a tobacco-free campus. Smoking, and the use of any tobacco products, including electronic cigarettes, is strictly prohibited anywhere on city property
- All decorations are limited to tabletop and freestanding items only. Attachments of any kind of decoration to the walls and windows is prohibited
- Confetti, sequins or birdseeds inside the facility, or within 25 feet of the building entryway is prohibited. Bubbles can be used outside the facility only
- Candles, or any open flame device, are prohibited and cannot be used inside the building
- Renter must remove all food and personal items from the area and place all trash in provided containers prior to vacating the premises. If not, the security deposit will be applied to the rental fee
- Failure to comply with these policies will result in forfeiture of the deposit fee and denial of any future rental of the Melvin Ford Aquatic Center rooms

I assume all risks and hazards directly related to, or incidental to, rental of the Melvin Ford Aquatic Center. I hereby waive, release, absolve, indemnify and agree to hold harmless the City of Bentonville, the sponsors, supervisors and participants for any claim arising out of injury by myself or anyone who may be attending my event.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

I understand by signing this form that I assume full responsibility for the condition of the pavilion that I am renting from the Bentonville Parks and Recreation Department. I understand that if I don't return the pavilion to the condition that it was before my event, I may be charged for the cost of cleaning or repairs. By signing this form I understand that as a renter I am solely responsible for any damage that occurs to the pavilion during my rental. I also understand that I am responsible for the actions of those who are in attendance during the event for which I am renting the pavilion.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

<p><b>***OFFICE USE ONLY***</b></p> <p>Rental Fees: _____</p> <p>Total Due at Time of Reservation: _____</p> <p>Method(#): _____</p> <p>Received by: _____</p> <p>ACTIVE Calendar: _____</p>	<p><b>NOTES</b></p>
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