



Manchester Parks,
Recreation, & Arts

POOL PARTY APPLICATION Manchester Aquatic Center

359 Old Meramec Station Rd., Manchester, MO 63021
636-391-6326 x405



Manchester Parks,
Recreation, & Arts

- Applications should be submitted at least 2 weeks in advance at the Aquatic Center
- The final guest list must be returned 4 days prior to the party. **20 guests max**
- Anyone accompanying and staying with a child must be included in the guest list, or pay separate admission

DATE OF PARTY:		SELECTED TIME:	<input type="checkbox"/> 12:00 PM – 03:00 PM	<input type="checkbox"/> 03:30 PM – 06:30 PM
CHILD/GROUP NAME:		# OF GUESTS W/O PASSES:	# OF GUESTS WITH PASSES:	
CONTACT NAME:				
PHONE:		EMAIL:		
ADDRESS:				
CITY:		STATE:	ZIP:	

TERMS AND CONDITIONS

- GENERAL** - This permit is subject to current rules and regulations of the Department of Parks, Recreation, & Arts department as well as current pool rules & regulations and is not transferable and is revocable at any time. The person on this form is responsible for ensuring all COVID-19 guidelines are followed by members of the party.
- LIABILITY** - Applicant assumes full responsibility for the negligent acts or omissions of individuals involved with this permit.
- CANCELLATIONS, REFUNDS, & RESCHEDULING** - Any cancellations made more than 1 week (8+ days) before the party date will receive a full refund less a \$5 fee. Cancellations made less than 1 week (7 days) before the party date will not receive a refund. If you wish to reschedule, the Parks and Recreation Department must be notified 8+ days prior to the date of your event to reschedule to another date this season, subject to availability. This policy does not apply to weather cancellations.
- FOOD & DRINK** - Only approved food and beverages may be brought into the Aquatic Facility. Glass containers and/or alcohol is strictly prohibited. **You may bring a special birthday dessert, but please keep all food and drink in the party area! No substitutions for food offered with the party package.**
- INCLEMENT WEATHER** - The management of this facility reserves the right to close the pools at their discretion due to inclement weather. If the rental is canceled due to weather and 50% of your rental time has elapsed, you will NOT receive a refund. If 50% of your rental time has not passed, then you may reschedule for another date or receive a refund.
- GUEST LIST** - The final guest list that you will send no less than 4 days prior to the party date will be used for the party attendance count. You may add or change guests after this date but may not remove them.
- POOL RULES** - All current pool Rules & regulations must be followed by applicant and guests. A full copy of these rules is attached.
- LOST ITEMS** - Management is NOT responsible for lost, stolen, or damaged items. Lockers are available for \$0.25 each.
- EJECTION & REFUSAL OF ADMITTANCE** - Management reserves the right to refuse admittance to or eject persons from the pool premises or any persons failing to comply with any health and safety rules as set forth here and including St. Louis County guidelines.
- GUEST ENTRY** - All guests for your party will enter through the side gate (to the right of the pool building) and anyone entering the facility will need to be on the guest list and paid for. Please notify your party host if you notice unauthorized entries through your party access gate.
- ACKNOWLEDGEMENT** - My signature and payment confirm my agreement to the above listed terms.

APPLICANT SIGNATURE _____ DATE _____

STAFF USE

# of guests w/o passes:	@ \$15/ea = \$	BALANCE DUE: \$
# of guests with passes:	@ \$11/ea = \$	
Pass ID number MUST be provided on guest list for verification of discount.	SUBTOTAL: \$	Date Balance Due By:
50% Deposit Paid:	- \$	Date Balance Rec'd:
		Date Guest List Rec'd:

MANAGER APPROVAL _____ DATE REC'D _____

FINAL POOL PARTY GUEST LIST

NAME _____ PARTY DATE & TIME _____

Please complete and return **no later than 4 days prior** to your party.
Return in person or via email to ManchesterAquaticCenter@gmail.com

Guest First & Last Name	Entrée (check one)		Dessert (check one)		Beverage (choose one)	Season Pass Number (Required for discount)
	Hot Dog & Chips	Nachos w/ Cheese	Ice Cream Cup	Ice Cream Cone	Coke, Diet Coke, Sprite, Dr. Pepper, Powerade, Lemonade, Water	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
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20.						

- Anyone entering and staying with a child must be included on this list, regardless of if they swim. This list will be used for entry into the facility.
- The final guest list must be returned 4 days prior to the party.
- 20 guests max. All others will have to pay the standard admission fee.

HOST ASSIGNED _____