



Manchester Parks,  
Recreation, & Arts

# POOL PARTY APPLICATION Manchester Aquatic Center

359 Old Meramec Station Rd., Manchester, MO 63021  
636-391-6326 x406



Manchester Parks,  
Recreation, & Arts

- Applications must be submitted with full payment at least **2 weeks** in advance at the Aquatic Center. Parties may be scheduled between June 17<sup>th</sup> and July 29<sup>th</sup> ONLY
- The final menu 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 – 3:00 PM	<input type="checkbox"/> 3:30 PM – 6:30 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.
- 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 and plates, 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 this summer or receive a refund.
- GUEST LIST** - The final guest list and menu 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, 20 guests max. Anyone accompanying and staying with a child must be included in the guest list, or pay separate admission. Any guests not listed on this form will need to enter the front gate and pay regular admission and concessions.
- 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 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), anyone entering the facility will need to be on the guest list and paid for.
- ACKNOWLEDGEMENT** - My signature and payment confirm my agreement to the above listed terms.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### STAFF USE

# of guests <b>w/o</b> passes:	@ \$15/ea =	\$
# of guests <b>with</b> season passes:	@ \$11/ea =	\$
<i>Pass ID number MUST be provided on guest list for verification of discount.</i>	<b>TOTAL</b>	\$
Date Guest List Rec'd:		

MANAGER APPROVAL \_\_\_\_\_ DATE REC'D \_\_\_\_\_

# 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	
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- This final guest list and menu must be returned 4 days prior to the party.
- This will be used for the party attendance count, you may add or change guests after this date but may not remove them, 20 guests max.
- Anyone accompanying and staying with a child, regardless of if they swim, must be included in the guest list, or pay separate admission. Any guests not listed on this form will need to enter the front gate and pay regular admission and concessions.

HOST ASSIGNED \_\_\_\_\_