

Manchester Pool Party Application

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

- Reservations should be made 2 weeks in advance at the Aquatic Center
- The final guest list must be returned 3 days prior to the party
- Anyone accompanying and staying with a child must be included in the count

Date of party:	Choose your time 12-3 p.m. 3:30-6:30 p.m.
Birthday child's name Or group Name:	
CONTACT NAME	PHONE
ADDRESS	ZIP
EMAIL	

Staff Use:

Total # Guests	@ \$15 Per Person	Total	Deposit Paid (\$100 min.)	Balance Due
	TOTAL \$	\$	\$	\$

# of Guests w/season Pass	\$4 per Person Pass Discount (taken off when final guest list is turned in and passes are verified)	Balance Less Discount	Date Balance paid	Received By
	\$	\$		

1. 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 making sure all covid guidelines are followed by members of their party.
2. **Cancellations, Refunds, & Rescheduling:** Any cancellations made more than a 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.
3. **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 half of your rental time has elapsed, you will not receive a refund. If half of your rental time has not passed, then you may reschedule for another date this season or receive a refund.
4. You may bring a special birthday dessert, please keep all food and drink in the party area.
5. No substitutions to the food offered.
6. The Final guest List that you will send in no less than 3 days before the party will be used for the attendance count for your party. You may add guests or change guests after this, but you may not take off guests.
7. All current pool Rules & regulations must be followed by applicant and guests.
8. Management is not responsible for lost, stolen, or damaged items. Lockers are available.
9. 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.
10. All guests for your party will enter through the side gate and anyone coming into the facility will need to be on the guest list and paid for.
11. My signature and payment confirm my agreement to the above listed terms.

Applicant Signature _____ **Date** _____

Staff Signature _____ **Date Received** _____

FINAL Pool Party Guest List (see back)

Name _____ Party Date & Time _____

Please fill out and return no later than 3 days before your party or email to
ManchesterAquaticCenter@gmail.com

Host Assigned: _____

Guest First & Last Name this list will be used for guest entry	Hot Dog & Chips	Nachos w/Cheese	ice cream cone or cup?	Beverage Coke, Diet Coke, Sprite, Dr. Pepper, Blue Powerade, Lemonade,	Season Pass? Please provide pass #
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
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