



**The Broomfield Bay Aquatic Park
Group Reservation Request
Fax to: 303-410-3818**



Name: _____ Group: _____

Address: _____

City, State, Zip _____

Phone: (Day): _____ (Alt): _____

Email: _____ Special Needs: _____

Payment Information:

Billing Address (if different than above): _____

City, State, Zip _____

Credit Card # *: _____ Exp: _____

*Required

Please run my card after each visit: _____ Please invoice me after each visit: _____

Signature: _____

➤ Please note that if your group is invoiced after each visit, invoices must be paid within 30 days of receipt; otherwise, the amount will be subject to a \$25.00 late fee for every 30 days that passes.

Date	Alternate Date	Number of Children	Age Group	Number of Adult Supervisors

**Mail/drop off or fax this form to Recreation Services Reservations
Broomfield Community Center 280 Lamar St Broomfield CO 80020
Recreation Services Reservation Line: 303-464-5509 Fax: 303-410-3818**

IMPORTANT GROUP INFORMATION

The Broomfield Bay Aquatic Park
250 Lamar St.
Broomfield, CO 80020
303-464-5520 – Bay Information
303-464-5509 – Reservation Line

- To better serve you and to expedite your group admittance into the Bay, payments will NOT be taken at the Bay when you arrive. All groups will be asked for credit card information up-front, then the group can choose to either have the card charged or be invoiced within 48 hours of the visit. If you choose to be invoiced, payment is due upon receipt.
 - **Head counts will be verified upon your arrival to the Bay.** If your actual head count changes significantly from your reservation, you will be allowed an adjustment of 15 participants and then you will be charged for the remainder of your original reservation. For example, you estimated you would have 50 participants; however, you arrive at the Bay with 25 participants. We will allow the adjustment of 15 so it will be $50 - 15 = 35$; you will pay for 35 participants instead of 25. In those instances when you arrive with more than you estimated, you will be charged for each participant over. Due to limits on the number of people allowed in the pool at one time, the possibility exists that you will not be allowed into the Bay on arrival if your actual numbers are higher than your estimate.
 - Your group must provide a minimum of one adult supervisor for every 10 children, ages 6-13. We require a minimum of one swimming adult supervisor for every five children, ages 5 and younger. For special needs groups, the minimum is one adult for every five participants. Please note that any additional adult supervisors will increase your head count and your billing.
 - Bay pool furniture will not be available to your group. You may use the picnic tables for eating, if they are available. REMEMBER, the picnic tables cannot be “saved” for the entire day or used as a “base” for the group.
 - **If the temperature is projected to be 70 degrees during the day, the Bay will be opened and we will expect all of our groups to attend.**
 - **CANCELLATION POLICY** – you must notify us **at least two weeks in advance** of your reservation if you choose to cancel; otherwise, you will be charged **50%** of the visit based on the number of participants listed in your reservation.
- **Please note that your group will be invoiced after each visit. Invoices must be paid within 30 days of receipt; otherwise, the amount will be subject to a \$25.00 late fee for every 30 days that passes.**

