



### THE BROOMFIELD BAY AQUATIC PARK After Hours Party Package Information

Join us at The Broomfield Bay for a private After Hours Party! Your family, school or organization will enjoy private access to our pools, aquatic features and park, without the hassle of everyday crowds.

**TO BOOK YOUR PARTY:** To book an After Hours Party; please complete the attached After Hours Reservation Request and Agreement. Please allow two business days for processing.

Reservations will be processed, first come first serve, according to the following schedule:

RESIDENT REQUESTS: February 1<sup>st</sup> of current year

NON-RESIDENT REQUESTS: March 1<sup>st</sup> of current year

**BILLING, CANCELLATION AND CHANGE POLICIES:** A credit card on file and \$100.00 non-refundable down payment are required at the time of booking. The remaining balance will be due 30 days before your event. Parties booked less than 30 days before their requested date will be charged in full. *Two weeks' notice is required for all After Hours reservation requests, changes and cancellations.*

RENTAL FEES:	Number of Guests *:	Resident/ Non-Resident Fees:
	Up to 100 guests	\$500.00/ \$700.00
	Up to 150 guests	\$600.00/ \$800.00
	Up to 200 guests	\$700.00/ \$900.00
	Up to 250 guests	\$800.00/ \$1000.00
	Up to 300 guests	\$900.00/ \$1100.00
	Up to 400 guests	\$1000.00/ \$1200.00
	Up to 500 guests	\$1100.00/ \$1300.00

*\* Please include all guests entering the park in your guest count. Head counts will be verified upon arrival to The Bay. Refunds will not be issued to groups with fewer guests than booked. Groups who bring more guests than booked may not be accommodated due to staffing requirements. Parties will be charged for additional guests.*

**Cancellations forfeit a percentage of the reservation fees according to the following schedule:**

- o If cancelled more than 2 weeks prior to reservation date you will forfeit 50% of the reservation fee.
- o If cancelled less than 2 weeks prior to reservation date, you will forfeit 100% of the reservation fee.
- o If you do not cancel and do not show up for the reservation, you will forfeit 100% of the total reservation fee paid.

**AFTER HOURS PARTY POLICIES:** After Hours parties are available on Monday, Wednesday, Saturday and Sunday evenings from 6-10 pm. The pools and aquatic features are available for use until dusk during After Hours Parties and guests are welcome to stay in the park until 10pm. After Hours parties may enter the park no earlier than 5:30pm to begin set up for their event.

**FOOD AND DRINK:** Groups are welcome to bring food and beverages into the park during their event.

- *Alcoholic beverages, sharp knives and glass containers are prohibited in the park at all times.* Pool managers reserve the right to check bags, coolers, containers, etc. for glass and alcohol at any time.
- Groups may contact caterers to provide food services. However, all setup and cleanup is the responsibility of the renter and caterer.
- When ordering food on site (e.g. pizza), please inform the pool manager on duty. You will be paged to the front of the park when your delivery arrives.

Please contact Recreation Services with any special requests or questions concerning your rental. Special restrictions and permits may apply.



## THE BROOMFIELD BAY AQUATIC PARK After Hours Party Package Information

**SUPERVISION:** Your group must provide a minimum of one swimming adult supervisor for every ten children (Age 7-13). We require a minimum of one swimming adult supervisor for every five children (Age 6 and younger and those that do not pass our swim test). Children 6 & under and all non-swimmers must be accompanied in the pool and stay within arms reach of the children at all times. We encourage children 6 & under and non-swimmers to wear lifejackets in the water. Lifejackets do not replace the need for direct supervision in the water at all times, but do add another safety measure. Lifejackets are provided at the Bay, free of cost.

**INCLEMENT WEATHER AND CLOSURE POLICIES:** The Bay will be open if the temperature is projected to be at least 68 degrees. If closure occurs due to inclement weather, you will be contacted by our staff about your options and how we can best accommodate your group. Groups may be rescheduled if space allows. **No refunds will be issued for closure due to inclement weather.**

**If the temperature is projected to be 68 degrees during the day, The Bay will open and all groups are expected to attend. "No call, no show" groups will be charged in full for their reservation.**

The facility must be cleared (including the locker rooms) any time lightning is observed in the area. The facility will be closed for at least 20 minutes after the last sighting of lightning or longer depending on the length and severity of the storm.

The pool may close temporarily or permanently throughout the day due to inclement weather, lightning, or fecal accidents. No refunds will be issued for intermittent or permanent closures of the facilities.

**HEALTH & SAFETY POLICIES:** Prevention of accidents and injuries is our mission to provide a safe and fun experience at the Broomfield Bay. Please read over and share these with your guests.

**Swimmers 3 & under must wear a swim diaper!!!**

- o If you have or have had diarrhea in the past two weeks, do not use the pool!
- o Do not use the pool if you show any signs of illness or injury
- o All swimmers must take a full shower before entering the pool and after using the restroom.
- o Immediately report any unidentified objects in the pool. We will clear the pool anytime a fecal accident is discovered.
- o Please dispose of all diapers in trash cans
- o No glass containers or alcoholic beverages
- o We recommend that all participants wear sunblock with at least a minimum SPF of 15.
- o Check in with your kids frequently, make them take breaks to rest, re-hydrate, get out of the sun, use the restroom, and reapply sunblock! Remember this is an outside facility, and bees/wasps may be present.

**GENERAL POOL RULES:**

- Walk please - no running!
- No diving anywhere in the pool area!
- Participants must be 48 inches or taller to ride the slides without an adult and be able to swim. If participants do not meet the height requirement, they may take a swim test. Upon passing a swim test, they will receive a wristband that will allow them to go down the slides alone. Parents may go down all slides with their children to help keep them safe! Children 6 & under must be accompanied in the pool and have direct supervision at all times.

• **Check out our posted pool and slide rules around the park for additional information. A full list of our rules may also be found on our website!**

Please see our website for additional information: [www.broomfieldrecreation.com](http://www.broomfieldrecreation.com)

**Important Phone Numbers:**

Bay Aquatic Park	303-464-5520
Broomfield Community Center	303-464-5500
Paul Derda Recreation Center	303-460-6900
Reservation Line	303-464-5509



THE BROOMFIELD BAY AQUATIC PARK
After Hours Party Package
Reservation Request

Please submit by secure e-fax to 303.410.3818 or email to baygroup@broomfield.org

Requestor/ Responsible Party:
Organization (if applicable):
Address:
City: State: Zip:
Phone: Alt Phone: Email Address:

AFTER HOURS PARTY PACKAGES:

(PLEASE CIRCLE ONE)

Table with 2 columns: Number of Guests \*, Resident/ Non-Resident Fees. Rows include guest counts from 100 to 500 and corresponding fees.

\* Please include all guests entering the park in your guest count. Head counts will be verified upon arrival at The Bay. Refunds will not be issued to groups with fewer guests than booked.

RENTAL REQUEST:

Party Date: Alternate Date:

After Hours parties are available on Monday, Wednesday, Saturday and Sunday evenings from 6-10 pm. The pools and aquatic features are available for use until dusk during After Hours Parties.

Guest count: Please provide a total guest count, including all guests entering the facility. Non-swimmers and guests under 4 years old must be included in the count.

Total # Youth Total # Adults Total # Guests

SPECIAL NEEDS/ REQUESTS:

Payment Information: A credit card on file and \$100.00 non-refundable down payment are required at the time of booking. The remaining balance will be due 30 days before your event.

\*\* Reservations staff will contact you for payment due at the time of booking.

FOR OFFICE USE ONLY

Date Received: Walk-in / Fax/ / Email PDRC / BCC Time: Staff:



**THE BROOMFIELD BAY AQUATIC PARK**  
**After Hours Party Reservation Agreement**

**Please read and initial each item and sign the bottom. Completed After Hours Party Agreements must be submitted with reservation request.**

\_\_\_\_\_ I agree that I have booked a party for a maximum of 100, 150, 200, 250, 300, 400, or 500 plus people. If my actual number of guests is more than 50 people above my estimated number, I agree that I will be charged the rates my party was booked at, and the price difference for the increase in guests. I agree that my card will be charged for each additional 50 person increase. **If my party has fewer guests than expected, I understand that I will not receive a refund.**

\_\_\_\_\_ **I understand that adults are responsible for the safety of their group participants.** I agree that I will provide at least 1 adult in the water directly supervising every 5 children who are 6 & under or who are non-swimmers. I agree that I must have at least 1 adult in the water directly supervising every 10 children who are 7-13. We encourage children 6 & under and non-swimmers to wear lifejackets in the water. Lifejackets do not replace the need for direct supervision in the water at all times, but do add another safety measure. Lifejackets are provided at the Bay, free of cost.

\_\_\_\_\_ I agree that all children 3 and under will wear swim diapers in the pool.

\_\_\_\_\_ I agree that alcohol, glass containers, and weapons are prohibited from entering the Bay Aquatic Park.

\_\_\_\_\_ I understand that my group will not be refunded if the pool temporarily or permanently closes throughout the event due to inclement weather, lightning, or fecal accidents. **I understand that we will close the swimming pool when it begins to become dark outside, or dusk. Your party may remain in the park area until 10pm.**

\_\_\_\_\_ I understand that if the outside temperature is projected to be 68 degrees during the day, The Bay will open and we will expect all of our parties to attend. **"No call, no show" events will be charged in full for their reservation. If inclement weather is predicted during the reserved party time, please call to determine whether the party will be held as scheduled, changed to a different date, or cancelled.**

\_\_\_\_\_ I understand that I must notify the Broomfield Bay **at least two weeks in advance** of my reservation if you choose to make any changes or cancel. I understand that **"No call, no show" groups will be charged in full for their reservation.**

\_\_\_\_\_ I understand that I will need to provide a credit card number and expiration date to hold my reservation.

\_\_\_\_\_ **I have read and agree to the policies of the Broomfield Bay After Hours Party Reservation Agreement.**

\_\_\_\_\_ **I agree that failure to abide by the above mentioned policies may result in additional fees, cancellation of your current rental and/ or denial of future rentals.**

\_\_\_\_\_  
Requestor/ Responsible Party (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date