

PARKS & RECREATION

Pool Party Package Application

The Station at Central Park | 700 S Broadway Ave | Moore, OK 73160

Phone: (405) 793-5090 Fax: (405) 793-5088



Renter Information

Date: ____ / ____ / ____

Name: ____ (First) ____ (M.I.) ____ (Last)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Cell: (____) _____

DOB: ____ / ____ / ____ Email: _____

Party Information

Reservation Date: ____ / ____ / ____

Reservation Start Time: _____ A.M./P.M. Reservation End Time: _____ A.M./P.M.

Event Name: _____ Estimated Attendance (up to 30 ppl): _____

Event Description: _____

Party Times: 1 P.M.- 3 P.M. / 4 P.M. - 6 P.M.

2-hour maximum rental period. Dates may vary based on room availability. Parties must be booked/finalized at least 48 hours in advance. Due to space constraints, packages are limited to 30 guests (including both adults and children).

Packages	Rates	Included
<input type="checkbox"/> Ride the Rails	\$275 + \$50 deposit	2 hours in private pool pavilion at Aquatic Center

***Deposits will be refunded within 2 weeks after your event, as long as the facility area being rented is left clean and without damages. This will be assessed by staff following your rental.**

Add-Ons	Rates	Included
<input type="checkbox"/> Dining Car	\$70	5 - Large single-topping pizzas
		Pizza choice: ____ Cheese ____ Pepperoni ____ Sausage
		3 - 2-liter bottles of your drink of choice
		Drink choice: ____ Dr. Pepper ____ Coke ____ Lemonade
		1 - Station party shirt for your child
		Child shirt size: _____
<input type="checkbox"/> Outside Food & Drink	\$35	You are able to bring in your own outside food & drink (must stay within pool pavilion)

Renter and Guest Policies and Procedures

Renters and guests must follow the established rules and regulations of Central Park. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund, or withholding of deposit. In addition, renters must adhere to the following guidelines:

1. Rentals must be booked with a 48-hour notice. Reservations must be made in-person and by a person 18 years of age or older. The full rental amount WITH deposit must be paid in full at the time of booking to reserve the pavilion. All money paid will be deposited at the time of reservation. Returned check payment with insufficient funds will result in a cancellation of rental plus \$25 fee. This payment must be paid in full, in cash, at The Station Front Desk. Rental will be re-established if available once the insufficient funds are paid in full.

Renter initials: _____

2. Deposit will be refunded within 2 weeks after the reservation date. Station staff will assess the pavilion immediately following the rental to determine refund status. To receive a full deposit refund:

- Renters and all guests must be out of the area(s) by the reservation end time (Additional charges will be applied after 15 minutes).
- Pavilion must be cleared of trash/tape/decorations, floor should be clean/ tabletops must be cleared off.
- Pavilion must be free of damages to equipment including tables, chairs, pavilion and fence etc.

All rental policies and procedures must be followed by renter and guests.

Renter initials: _____

3. Failure to clean the Pavilion will result in a forfeiture of the deposit.

The renter is held liable for their group's actions including any damages or losses caused to The Station and/or Aquatics Facility during rental. Damage and/or destruction of the above named property will result in repair and/or replacement fees. If damage exceeds the deposit amount, the difference will be billed directly to the renter. Payment will be due within 72 hours of billed date.

Renter initials: _____

4. Renter must be present during the entire event and be available to assist with admittance. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. Rentals shall not infringe on or restrict the use of other facilities in The Station. Charging admission or selling merchandise/food requires prior approval.

Renter initials: _____

5. There will be a standard party setup for 30 guests. Use will be restricted to the terms of the Rental Contract including area reserved, time of entry and departure, intended activity, etc. Early entry is strictly limited to 15 minutes prior to rental start time.

Renter initials: _____

6. In all circumstances, the Parks and Recreation Department retains full authority for final approval and denial of facility reservation requests. The Station at Central Park reserves the right to require liability insurance with the City of Moore and the Moore Public Works Authority listed as additional insured. No alcohol is permitted on The Station or park grounds. Smoking/E-Cigarettes and use of other tobacco products is prohibited. Anyone with a weapon or illegal substance in their possession will be removed and the police will be notified.

Renter initials: _____

7. 100% of deposit plus \$25 processing fee will be collected on any cancellation requested within 5 business days (Monday – Friday) from the start of your reservation. 0% of cost will be refunded on any no show or unused hours on reservation.

Renter initials: _____

NON-LIABILITY OF LESSOR-GENERAL PROVISION: This agreement is made upon the express condition that the Lessor shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Lessee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by Lessee in connection therewith, and Lessee hereby covenants and agrees to indemnify and save harmless the Lessor from all liabilities, claims, suits or losses however occurring or damages growing out of the same. The City of Moore also disclaims any and all responsibility for accidents or injuries occurring during the time of your use of this of this facility. The City of Moore reserves the right to enter the premises at any time.

I have read and understand the above

Signature: _____

Renter's Signature (must be 18 years of age or older)

Print Name: _____

FOR OFFICE USE ONLY

Date: ____/____/____

Approved By: _____ Deposit Amount: _____ Paid Amount: _____

Receipt # _____ Cash / CC / Check # _____ Supervisor Approval: _____