



**Aquatic Birthday Party Reservation Form**  
 Newark Recreation and Community Services Department,  
 6800 Mowry Ave., Newark, CA 94560  
 (510) 578-4620, FAX (510) 578-4622  
 recreation@newark.org



Name of Parent: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Party Date: \_\_\_\_\_  
 1 Room (up to 20 guests) **OR** 2 Rooms (up to 40 guests/divider wall)  
 Name of Birthday Child: \_\_\_\_\_  
 Age of Birthday Child: \_\_\_\_\_ Gender: M / F

Splash Bash	Wet & Wild OR Tidal Wave
<p><b>Friday **</b> 4:45p - 6:45p* <b>OR</b> 7p - 9p  <b>Saturday</b> 12:45p - 2:45p* <b>OR</b> 4p - 6p  <b>Sunday</b> 11:45a - 1:45p* <b>OR</b> 3p - 5p</p> <p>* Room time does not coincide with Recreation Swim Time            ** Not available on Special Event evenings</p> <div style="border: 1px solid black; padding: 5px;"> <p>Minimum Fee to Reserve <b>Splash Bash</b> Birthday Package:              1 room (up to 20 guests) R Fee/\$64.00 NR Fee/\$80.00              2 rooms (up to 40 guests) R Fee/ \$160.00 NR Fee/\$200.00              Refundable Damage Deposit: \$100.00</p> </div> <p><b>R = Newark Resident NR = Non-Newark Resident</b></p>	<p><b>Friday**</b> 4:45p - 7:45p* <b>OR</b> 6p - 9p  <b>Saturday</b> 12:45p - 3:45p* <b>OR</b> 4p - 7p  <b>Sunday</b> 11:45a - 2:45p* <b>OR</b> 2p - 5p</p> <p>* Room time does not coincide with Recreation Swim Time            ** Not available on Special Event evenings</p> <div style="border: 1px solid black; padding: 5px;"> <p>Minimum Fee to Reserve <b>Wet &amp; Wild</b> Birthday Package:              1 room (up to 20 guests) R Fee/\$104.00 NR Fee/\$120.00              2 rooms (up to 40 guests) R Fee/ \$260.00 NR Fee/\$300.00              Refundable Damage Deposit: \$100.00</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Minimum Fee to Reserve <b>Tidal Wave</b> Birthday Package:              1 room (up to 20 guests) R Fee/\$136.00 NR Fee/\$152.00              2 rooms (up to 40 guests) R Fee/ \$340.00 NR Fee/\$380.00              Refundable Damage Deposit: \$100.00</p> </div>
<p><b>Food Package:</b> YES/attached or NO</p>	

**Tidal Wave Package Only**

Theme: (circle one) Aquatic Theme Little Mermaid Pirates SpongeBob SquarePants  
 Cake Type: (circle one) Chocolate White  
 Frosting: (circle one) Chocolate Buttercream White Buttercream Cream Cheese  
 Cake Filling: (circle one) Vanilla Cheesecake Chocolate Mousse Strawberry Mousse  
 # of Invitations: \_\_\_\_\_ T-shirt Size: (circle one) Child Large OR Adult Small

**Cancellations:** Bookings canceled less than thirty (30) days before the rental date forfeit 100% of deposit, unless date is rescheduled. Rescheduling allowed up to two (2) weeks prior to rental date. A \$15 processing fee will be charged for all refunds.

**Booking Fee:**  
 Minimum Booking Fee: \$ \_\_\_\_\_  
 Additional: \$ \_\_\_\_\_  
 Damage Deposit: **\$100.00**  
**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_  
 Initial Payment Method:  
 Cash  Check  Visa  Master Card  Discover  
 Card #: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name on credit card: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Newark Residence Verified: YES or NO  
 Proc By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Calendar \_\_\_\_\_  
 Tidal Wave Invitations Sent/Date: \_\_\_\_\_ By: \_\_\_\_\_

**Balance due on Day of Party:**  
 \$ \_\_\_\_\_ X \_\_\_\_\_ # (per person) \$ \_\_\_\_\_  
 Food Package Amount: \$ \_\_\_\_\_  
 Additional: \$ \_\_\_\_\_  
**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_  
 Final Payment Method:  
 Same card as initial payment  
 Cash  Check  Visa  Master Card  Discover  
 Card #: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name on credit card: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Processed By \_\_\_\_\_ Date \_\_\_\_\_  
 Refund Processed By \_\_\_\_\_ Date \_\_\_\_\_



## RENTAL RESPONSIBILITIES, RULES, AND REGULATIONS

Welcome to the Silliman Family Aquatic Center! We hope your event here is enjoyable and memorable. In order to provide you with the safest and most pleasant environment we must insist on the following responsibilities, rules, and regulations:

- Balance for additional guests (children and adults, including non-swimmers) due on the day of the party. Fee will be charged for EVERYONE who is in the party room regardless if they are swimming or not, this includes children and adults who are there just to watch.
- Meet all due dates given on the reverse side of this application.
- All children 5 and under must be accompanied by an adult, in or out of the water, at all times.
- All swimmers must have a swimming suit. No cutoffs, t-shirts, leotards, jeans, etc.
- Know and take responsibility for all of your guests.
- Place someone in charge if you must leave the facility.
- End your event without disturbance.
- Ensure all guests leave the facility premises (including parking lot area) immediately following your event.
- Remove all equipment you brought to the facility within the hours stated on the reverse side of this application.
- Accept responsibility for damage or loss of equipment.
- Clean up: Remove all items from tables. Excessive spills must be cleared; ice may not be dumped on the grass, in the planters, or in the pool. All food refuse must be placed in garbage bags.
- No signs of any type can be placed outside the facility or pool any time without proper consent of the Recreation and Community Services Department staff.
- No direct selling, receiving, consideration, or execution of contracts may be undertaken by the user without prior approval by the Recreation and Community Services Department staff.
- All cartons, boxes, packing crates, etc. must be removed to the Aquatic Center dumpster.
- All users will conduct themselves in a courteous and professional manner at all times and shall not in any way infringe on the rights and operation of any tenant or customer of the Aquatic Center.
- User's vehicles shall be parked in designated parking/loading areas only.

### Refundable Deposit:

If the rental responsibilities are adhered to, your deposit will be refunded. Our accounting office will deposit your check. Approximately two to three weeks after your event, a check, payable to the applicant, will be issued. If you paid by credit card, your deposit will be refunded back to the same credit card.

In consideration of being permitted to participate in any way & in consideration of the rental benefits provided by the City of Newark, I hereby agree that neither I, my successors, assigns, nor anyone acting on my behalf will make any claim against or sue the City of Newark, its officers, agents, employees, or volunteers for injury or damage resulting from the condition of any facility, or negligence, carelessness, or other acts or omission, howsoever caused by the City of Newark or any of its officers, agents, employees and volunteers, or any third party or entity of any description as a result of my participation in the event or activity set forth above. In addition, I hereby release the City of Newark or its officers, agents, employees, and volunteers from all claims or lawsuits that I, my successors, assigns, or anyone acting on my behalf may not have, or may hereafter at any time have injury or damage due to any negligence, carelessness, or other acts or omissions, however caused by the City of Newark or any of its officers, agents, employees, volunteers, or any third party or entity of any description including, but not limited to: (1) resulting from the condition of any improved facility which has been reasonably maintained; (2) resulting from the condition of any unimproved City facility; (3) suffered by me while participating in or traveling to & from the event or activity set forth above; (4) increased or compounded by rescue operations or procedure; or (5) suffered by me in any other activity associated with the event or activity aforementioned. This release does not apply to intentional and/or willful acts of misconduct by City of Newark or any of its officers, agents, employees, or volunteers.

I hereby agree to all terms and policies on this application and affirm all statements made on this application are true and correct. I further agree to all policies stated in the "Recreation and Community Services Department Facility Use Rules, Regulations, and Guidelines" brochure and affirm that I have received a copy of the brochure. I accept responsibility for all guests attending the activity. Violation of this agreement will result in immediate closure of the activity and 100% forfeiture of rental fees and deposit.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_