



Silliman Activity & Aquatic Party Reservation Form

City of Newark Recreation and Community Services Department
6800 Mowry Ave., Newark, CA 94560

(510) 578-4620, FAX (510) 578-4622 recreation@newark.org



Name: _____ Phone #: Home: (____) _____ Cell: (____) _____
 Address: _____ City/Zip Code: _____
 Email: _____ Anticipated Attendance: _____
 Name of Birthday Child: _____ Age Birthday Child is turning: _____ Gender: M / F

Party Day / Date: _____

Splash-tastic Package

Package includes use of Aquatic Event Room and entrance to Recreation Swim.

Friday+ 5:45p-7:45p
Saturday 12:30-2:30p 3:30-5:30p
Sunday 12:15-2:15p 3:15-5:15p

(+ = 10% discount)

Booking Fee

(Fees listed below include \$100.00 damage deposit)

1 room: \$250R / \$280NR for 15 guests*

*Additional guests over booking fee charged \$10R/\$12NR per person. Max of 20 guests.

2 rooms: \$400R / \$460NR for 30 guests*

*Additional guests over booking fee charged \$10R/\$12NR per person. Max of 40 guests.

Play & Splash Package

Package includes use of Activity Room and entrance to Recreation Swim.

Saturday 12:00p-2:00p 3:00p-5:00p
Sunday 11:45a-1:45p 2:45p-4:45p

Booking Fee

(Fees listed below include \$100.00 damage deposit)

\$250R / \$280NR for 15 guests*

*Additional guests over booking fee charged \$10R/\$12NR per person. Max of 40 guests

Booking fee (which includes \$100 damage deposit) must be paid in full to reserve party.

Deposit will be refunded if all rental guidelines are adhered to and there is no damage to the party room.

All parties include 15 minutes for set-up and 15 minutes for clean-up in addition to the designated party time.

Additional fees will be charged for room use beyond the designated time.

All parties are tentative until you receive a confirmation form. Confirmation forms are sent via email.

Cancellation Policy: Cancellation notice of more than 30 days prior to rental date – all fees will be refunded minus \$15 processing fee. Notice of 15 to 30 days – forfeit 100% of deposit plus \$15 processing fee, unless date is rescheduled. A \$15 processing fee will be charged to reschedule date. Rescheduling only allowed with at least 15 days notice. Notice of 14 days or less - forfeit Base Booking Fee paid, plus \$15 processing fee. Deposit will be refunded. No show on rental date – forfeit 100% of deposit and all rental fees. **All contract changes must be made in writing.**

Booking Fee due at time of booking:

Please check one:

Splash-tastic 1 room or Play & Splash \$250 R _____ \$280 NR _____
 Splash-tastic 2 rooms \$400 R _____ \$460 NR _____

Initial Payment Method: **IN PERSON ONLY** Visa Master Card

Card #: _____ Exp. Date: _____

Name on Credit Card: _____

Signature: _____

Newark Residence Verified: YES or NO SBA _____

Processed By: _____ Date _____ Time _____ Put in Calendar _____

Balance due on Day of Party*:

\$ _____ X _____ # (per person) \$ _____

Additional: _____ \$ _____

TOTAL AMOUNT DUE: \$ _____

*to be filled out on Day of Party

R = Newark Resident NR = Non-Newark Resident



RENTAL RESPONSIBILITIES, RULES, AND REGULATIONS



In order to provide you with the safest and most pleasant party experience, please read and initial in the spaces below.

- _____ (Initial) **Payment:** Payment for guests over the initial amount paid for with the booking fee will be due on the day of your party. The fee of \$10R/\$12NR per person will be charged for **EVERYONE** who is in the party room **REGARDLESS** of whether they are swimming or not. This includes children and adults who are only there to watch.
- _____ (Initial) **Food/Drink:** Customers may either order food from our café or choose to bring in food that is non-competitive with our café items. (If you choose to order from us, we require your order and payment at least 1 week prior to your party.) Prohibited items include pizza, nachos, hot dogs, corn dogs, chicken nuggets, all beverages. **NO OUTSIDE BEVERAGES ALLOWED. BOTTLED WATER OK.**
- _____ (Initial) **Clean up:** It is the responsibility of all guests to clean up after themselves. Excessive spills must be cleaned; ice may not be dumped on the grass, in the planters, or in the pool. All items that have been brought into the facility must be either placed in a trash can or be removed from the facility prior to exiting the building. All decorations/balloons must be removed from the facility. **A minimum of a \$25.00 Cleaning Charge will be taken from your deposit if clean-up is not completed. Fee will also be charged for removal of balloons that have come loose and require additional equipment to remove.**
- _____ (Initial) **Open Recreation Swim Time:** Aquatic Center swim hours are Fridays 5:00-8:00pm, Saturdays 12:30-6:30pm, and Sundays 12:30-5:30pm. The time selected on the front of this application indicates the party room use time. **The pools may not be open during your entire room use time.** No credits/refunds/compensation will be given for pool closures due to health, safety, or unforeseen mechanical issues.
- All children 5 and under must be accompanied by an adult, in or out of the water, at all times. Non-swimmers or children who are wearing a flotation device must be accompanied in the water by an adult/18+ years.
- All swimmers must have a traditional 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) following your event.
- Accept responsibility for damage or loss of equipment.
- 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 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.
- The City of Newark reserves the right to photograph facilities, activities, and program participants for potential use in advertising brochures and the City's web page. All photos will remain the property of the City of Newark.

Refundable Deposit:

If the rental responsibilities outlined on this application are adhered to and no damage to the facility is incurred, your deposit will be refunded within two to three weeks after your completed reservation. If you paid your deposit by credit card, your refund will be returned back to the credit card on file only. If you paid your deposit by check or cash, a check payable to the applicant will be mailed to the address on the application.

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 accept responsibility for all guests attending the aforementioned rental. Violation of this agreement will result in immediate closure of the reservation and 100% forfeiture of rental fees and deposit.

Applicant Signature: _____

Date: _____