



WILLARD AQUATIC CENTER
RENTAL AGREEMENT

Please Print or Type

Stamp "PAID" when paid in full.

Today's Date: Rental Date: Purpose of Rental:

Renter's Name and Organization:

Address: City, State, Zip:

Phone Numbers:Day Evening Number of Guests Expected:

USAGE

- 1. The aquatic center will be rented from a.m./p.m. to a.m./p.m. on / /2013.
2. If damage to facility occurs during and as a result of the rental, the renter is responsible for payment of repair of facility.
3. In the event of cancellation due to weather, the renting party may reschedule, depending upon availability, or receive a refund in full.

RULES

- 1. All facility rules apply to facility rentals. Remember--no glass containers, alcoholic beverages, or tobacco, please. However, outside food and/or drink is allowed into the facility.
2. The concession area will not be open during private rentals.
3. The following is the responsibility of the rental group: Sweep and/or spot clean floors/deck if necessary. Place all trash items in the trashcans provided. Make sure rental area is left as found.
4. Any items left after the indicated rental time will be considered abandoned.

PAYMENT

- 1. Rental fees are as follows: \$125 per hour for 75 or fewer guests; \$150 per hour for 76-150 guests; \$175 per hour for 151+ guests.
2. A \$25 holding fee is due at the time of reservation. Checks will be deposited upon receipt.
3. The remaining balance must be paid within 2 weeks of the rental date. If this balance is not paid within 2 weeks of the rental, your rental may be cancelled.
4. In the event of cancellation of the rental for any reason other than weather, a notice of cancellation must be received a minimum of 5 days before the rental date. In this event, all fees will be refunded, minus the \$25 holding fee. No cancellations will be accepted less than 5 days before the rental date for reasons besides current weather conditions.

I understand that in the event the Willard Parks and Recreation Department requires outside agents to collect any default amount that all reasonable collection, finance charges, attorney fees and court costs will be my obligation as well as principle amounts due. This offer is made for the express usage of the aforementioned person/group, their staff, families, and business clients. I also understand and agree that the City of Willard is not responsible for injuries or accidents, which could occur during renter's use of the property. Accordingly, renter shall indemnify and hold city, its agents, employees, representatives and assigns harmless of and from all liability whatsoever. If you agree to all of the above, please sign in the space below.

Renter's Signature Date Signed Staff Representative

For Office Use Only

Total Rental Fee:

Amt Pd: Date: Check #: cash/credit card Outstanding Balance: Staff:
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Amount of Refund Due: Date Refund Req. to City Hall: / /2013
Refund Check Number: Date Mailed to Customer: / /2013 Ref. Approved By:

See Reverse Side Approval of AD:



Party Package!

_____ Package #1
\$200

Total Amount due\$ _____