



THE BROOMFIELD BAY AQUATIC PARK 2016 Birthday Party Package Information Page

Come and celebrate your birthday at the Broomfield Bay Aquatic Center!

BASIC PARTY PACKAGES

Up to 15 guests	\$55/\$98	Includes 2 tables for 2 hours
16 to 25 guests	\$85/\$152	Includes 2 tables for 2 hours
26 to 35 guests	\$120/\$216	Includes 4 tables for 2 hours
36 to 50 guests	\$195/\$320	Includes 6 tables for 2 hours

Parties over 50 guests must book as a regular group rental (10% off regular admission fees) and may book 6 tables for 2 hours for \$30.00 at one pavilion if available.

Bay Party Policies:

Reservations reflect total reservation time, including personal decoration and clean up time. Please see the attached reservation form for more information.

Please adhere to your reserved time, as there may be parties before and after yours. Groups are welcome to stay in the facility longer than the scheduled reservation time; however all of your belongings must be cleared from the tables & shelter.

Guest List: Each guest over the age of 3 that enters the facility must be included in your “Guest Count”, including guests that are not swimming. Each party host will be asked to provide a guest list of all PAID FOR guests entering the facility. Please bring your list on the day of your party and give it to the Bay staff when checking in. **If your actual number of guests is more than 2 people above your estimate, you will be charged for the extra people at the time of entrance. No refunds will be given if your group size is smaller than anticipated.**

To Book a Party: To reserve a party at The Broomfield Bay, please complete and submit the attached request form, utilizing our secure e-fax system (Fax: 303.410.3818). Please allow 48 business hours for processing. Questions may be directed to the Broomfield Reservation Line at 303.464.5509. We request at least two weeks’ notice for party reservations and **payment is required upon booking.**

CANCELLATIONS forfeit a percentage of the reservation fee:

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

Adult Supervision: You must have at least 1 adult in the water and within arm’s reach at all times, directly supervising every 5 children who are 6 & under or who are non-swimmers. You must have at least 1 adult in the water supervising every 10 children who are 7-13.

Food: Personal food and beverages are allowed at The Bay. **Alcoholic beverages, glass containers and sharp knives are prohibited.** Food may be purchased at our Bay concessions stand or ordered from an outside vendor. When ORDERING FOOD, (e.g. pizza) please use the NAME ON THE RESERVATION and *meet the vendor at the front desk.*



Inclement Weather & 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. Parties may be rescheduled if space allows or transferred to the Paul Derda Recreation Center (PDRC). Additional fees may apply for room use at PDRC. Please see our website for additional information about PDRC party packages, room rentals, and food policies. **No refunds will be issued for closure due to inclement weather.**

The facility must be cleared (including the locker rooms) any time lightening is observed in the area. The facility will be closed for at least 20 minutes after the last sighting of lightening 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, lightening, or fecal accidents. Same day use passes will be given in the event the Bay re-opens. **Around 2pm every day, all pools and slides will be cleared for a 20 minute safety check. Adults (18+ ONLY) are allowed to swim in the main pool during this time.**

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.

- o **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 rest room.
- 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, sharp knives 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, and re-apply sunblock!

General pool rules:

- o **Walk please - no running!**
- o **No diving anywhere in the pool area!**
- o 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!
- o **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/TheBay

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
2016 Birthday Party Package
Reservation Request**

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

Requestor/ Responsible Party: _____
 Name of Child Celebrating Birthday: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Alternative Phone Number: _____
 Email Address: _____

Birthday Policy Agreement on Page 4 must be completely filled out and returned with this reservation request in order for the reservation to be processed.

BASIC PARTY PACKAGES

Up to 15 guests	\$55/\$98	Includes 2 tables for 2 hours
16 to 25 guests	\$85/\$152	Includes 2 tables for 2 hours
26 to 35 guests	\$120/\$216	Includes 4 tables for 2 hours
36 to 50 guests	\$195/\$320	Includes 6 tables for 2 hours

Parties over 50 guests must book as a regular group rental (10% off regular admission fees) and may book 6 tables for 2 hours for \$30.00 at one pavilion if available.

Party Date: _____ **Alternate Date:** _____

Guest count: Please provide a total guest count, including all guests entering the facility over the age of 3. Non-swimmers must be included in the count.

Total # Youth (4-17) _____ Total # Adults _____ Total # Guests _____

Total # Kids (0-3 yrs) _____ (No charge, do not include in Total # Guests)

Please check ("X") your preferences for time, pavilion and number of tables for your party:

Party Time: _____ 10:30a-12:30p _____ 1p-3p _____ 3:30p-5:30p (NO Friday)

Preferred Pavilion: _____ MAIN _____ TOT POOL _____ GRASS PAVILION (Sat & Sun ONLY)
Please list pavilion preference 1-3 (1: most preferred)

Payment Information:

Credit Card #** _____ Exp Date _____

**** Payment is required at time of booking** Total Charge: \$ _____

For Office Use Only	Date Received-		Walk in/fax/email Location PDRC/BCC	Time:		Staff Initial:	
---------------------	----------------	--	-------------------------------------	-------	--	----------------	--

THE BROOMFIELD BAY AQUATIC PARK RESERVATIONS

303.464.5509 • www.Broomfield.org/TheBay



THE BROOMFIELD BAY AQUATIC PARK
2016 Birthday Party Package
Birthday Party Policy Agreement



THE BROOMFIELD BAY AQUATIC PARK RESERVATIONS
303.464.5509 • www.Broomfield.org/TheBay

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

I agree that I have booked a party for a maximum of 15, 25, 35 or 50 people. If my actual number of guests is more than 2 people above my estimated number, I agree that I will be charged the rates my party was booked at, for each additional person at the gate prior to their entrance. In the event that payment is not taken at the gate, I agree that my card will be charged for each additional person. If my party has fewer guests than expected, I understand that I will not receive a refund.

I agree that my contract is for a specified two hour time frame. I will not be allowed at the tables prior to the time reserved and I must have everything removed from the tables and shelter at the end of my reserved time.

I agree that I will not be refunded if the pool temporarily or permanently closes throughout the day due to inclement weather, lightening, or fecal accidents. I understand that the pool/slides close every day around 2pm for a 20 minute safety check.

I understand that parents/guardians are responsible for the safety of their children. 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 supervising every 10 children who are 6-13.

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

I understand that Cancellations/Changes forfeit a percentage of the total reservation fee. Cancellations/Changes made 2 weeks or more prior to event forfeit 50%, Cancellations/Changes made less than 2 weeks prior forfeit 100%.

I agree to the rules and regulations of the Bay Birthday Party Guidelines.

I agree that failure to abide by the above mentioned policies may result in additional fees, party cancellation and/ or denial of future rentals.

Party Host/ Responsible Party (Print)

Signature

Date



THE BROOMFIELD BAY AQUATIC PARK RESERVATIONS

303.464.5509 • www.Broomfield.org/TheBay





**THE BROOMFIELD BAY AQUATIC PARK
2016 Birthday Party Package
Guest List (Please Print)**



THE BROOMFIELD BAY AQUATIC PARK RESERVATIONS
303.464.5509 • www.Broomfield.org/TheBay

Please provide a guest list for our front desk staff on the day of your reservation. This will help our staff to properly count your PAID FOR guests.

Party Host Full Name: _____

Birthday Child Full Name: _____

Date of Party: _____ TOTAL # of guests: _____

- | | | |
|-----|-----|-----|
| 1. | 21. | 41. |
| 2. | 22. | 42. |
| 3. | 23. | 43. |
| 4. | 24. | 44. |
| 5. | 25. | 45. |
| 6. | 26. | 46. |
| 7. | 27. | 47. |
| 8. | 28. | 48. |
| 9. | 29. | 49. |
| 10. | 30. | 50. |
| 11. | 31. | |
| 12. | 32. | |
| 13. | 33. | |
| 14. | 34. | |
| 15. | 35. | |
| 16. | 36. | |
| 17. | 37. | |
| 18. | 38. | |
| 19. | 39. | |
| 20. | 40. | |