The Broomfield Bay Aquatic Park
Group Reservation Request
Secure e-Fax to: 303-410-3818

Name: _____Group:_____

Address: _____

City, State, Zip _____

Phone: (Day): _____ (Alt): _____

Email: _____ Special Needs: _____

Payment Information:

Billing Address (if different than above): _____

City, State, Zip _____

Credit Card # *: _____**Exp:**_____

***Required for all reservations**

RUN MY CARD after each visit: _____ **BILL** me after each visit: _____

Signature: _____

- **Credit card # on file is required for all reservations.**
- **Invoices and receipt of payment will be delivered via email, unless otherwise requested.**
- **Please note that if your group is invoiced after each visit, invoices must be paid within 30 days of receipt; otherwise, the amount will be subject to a $25.00 late fee for every 30 days that passes.**

Date	Alternate Date	Number of Children	Age Group	Number of Adult Supervisors

Mail/drop off or fax this form to Recreation Services Reservations
Broomfield Community Center 280 Spader Way Broomfield CO 80020
Recreation Services Reservation Line: 303-464-5509 Fax: 303-410-3818

IMPORTANT GROUP INFORMATION

The Broomfield Bay Aquatic Park
250 Spader Way
Broomfield, CO 80020
303-464-5520 – Bay Information
303-464-5509 – Reservation Line

- **To better serve you and expedite your admittance into the Bay, payments will NOT be taken at the Bay when you arrive.** To reserve your booking at the Bay, all groups will be asked for credit card information. Payment may be made in three ways:
  - Charge credit card on file
  - Billing after your visit: Groups will receive a bill within one week of their visit. Please note invoices must be paid within 30 days of receipt. Unpaid invoices will be subject to a $25.00 late fee for every 30 days that passes and the card on file will be charged.
  - Payment may be made on the day of your visit ONLY at the Broomfield Community Center (Next door to the Bay: 280 Spader Way).

- **Head counts will be verified upon your arrival to the Bay. If your actual head count changes significantly from your reservation, you will be allowed an adjustment of 15 participants from your original reservation.** For example, if your reservation was made for 50 participants and your group arrives at the Bay with 25 participants, your organization will be billed for 35 participants (50 - 15 = 35). If your group arrives with more participants than estimated, you will be charged for <u>each</u> participant over your estimated booking. For safety purposes, the possibility exists that your group will not be allowed into the Bay on arrival if your actual numbers are higher than your estimate.

- **Your group must provide a <u>minimum</u> of one adult supervisor for every ten children, ages 6-13. We require a <u>minimum</u> of one <u>swimming</u> adult supervisor for every five children, ages 5 and younger and those that do not pass our swim test.** Special needs requests will be considered. Please note that additional adult supervisors will increase your head count and your billing.

- **CHECK IN:** A representative from each group will need to check in at the front desk with a pool manager. To better accommodate your group, our pool manager will direct you and your participants to the North Gate for entry into the Bay. Each group will be assigned to a group pavilion as a "Base" during your visit. Seating for all participants cannot be guaranteed at this time. Please ask the pool manager for further details upon your arrival to the Bay.

- **If the temperature is projected to be 70 degrees during the day, the Bay will open and we will expect all of our groups to attend.**

- **CANCELLATION POLICY** – you must notify us **<u>at least two weeks in advance</u>** of your reservation if you choose to cancel. **"No call, no show" groups will be charged for their full reservation.**