



City of Moore Parks and Recreation

The Station at Central Park Aquatic Center After Hours Rental Application

The Station at Central Park 700 S. Broadway Moore, OK 73160

Office: 793-5090 Fax: 793-5088

Today's Date: ____/____/____

First & Last Name: _____

Address: _____

Street

City

Zip

Home Phone: (____) _____

Cell Phone: (____) _____ Cell Phone Service Provider _____

Email: _____

Gender: _____ Date of Birth: ____/____/____

Reservation Date: ____ / ____ / ____

Aquatic Facility Hours: Memorial Day – Labor Day **Monday – Sunday**: Noon-8pm

After Hours Availability: 8:30pm-Midnight

All private aquatic rentals must be a minimum of 2 hours and may begin no earlier than 8:30 pm.

Reservation Start Time: ____:____ AM/PM End Time: ____:____ AM/PM

Event Name: _____

Number of People Attending: _____

No outside food & drink is permitted in the aquatic center. Children under 48" will not be permitted to use any of the slides in the aquatic center. No moon bounces or inflatables will be permitted in the aquatic center. Attendees may bring floatation devices if they are made completely out of foam. No blow up flotation devices will be permitted.

Facilities	Rates	Please Check <input checked="" type="checkbox"/> The Box That Applies
Shallow Play Area	\$55/hour + \$50 deposit*	<input type="checkbox"/>
Lap Pool	\$80/hour + \$50 deposit*	<input type="checkbox"/>
Slides/ Lazy River	\$160/hour + \$150 deposit*	<input type="checkbox"/>
Entire Pool	\$325/hour + \$300 deposit*	<input type="checkbox"/>

***Cleaning deposits will be refunded after your event (up to two weeks) as long as the facility being rented is left clean and nothing has been damaged.**

Policies and Procedures

Renter and Guest Policies and Procedures

Renters and guests must follow the established Station rules and regulations. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

1. Renter must be present during the entire event.
2. Reservations must be made in person and by a person 18 years of age or older.
3. The full amount **WITH** deposit must be paid in full to reserve a room. Deposit will be refunded if room is free of trash, tape & decorations, room is vacuumed and chairs & tables put away.
4. All money paid will be deposited at the time of reservation.
5. Returned check payment with insufficient funds will result in a cancellation of rental plus \$25 fee. This payment must be paid in full, in cash, at Moore City Hall Cashier's Office. Rental will be re-established if available once the insufficient funds are paid in full.
6. Renter shall be available to assist with admittance. All rental guests will receive a wrist band if other areas outside of the Activity Room will be used.
7. If a specific layout is desired, renter must provide a specific floor plan and/or special requests on the *Rental Request Form*.
8. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The renter is held liable for their group's actions including any damages or loses caused to The Station and/or Aquatics Facility during rental.
9. Use will be restricted to the terms of the *Rental Contract* including area reserved, time of entry and departure, intended activity, etc.
10. Rentals shall not infringe on or restrict the use of other facilities in The Station.
11. No alcohol is permitted on The Station or park grounds.
12. Smoking/E-Cigarettes and use of other tobacco products is prohibited.
13. Anyone with a weapon or illegal substance in their possession will be removed and the police will be notified.
14. No electrical appliances are allowed without prior approval.
15. Charging admission or selling merchandise/food requires prior approval.
16. Decorations shall not be attached to the walls, ceilings, or sprinkler systems. Decorations shall not alter or damage any surfaces.
17. No rice, confetti, or straw shall be used in or around The Station property.
18. Renters are asked to keep the noise at a reasonable level. Only music suitable for a public facility will be permitted (judgment made by the Manager on Duty). The volume is subject to control by the Manager on Duty
19. Adequate time must be allotted and reserved for set up and tear down.
20. Failure to clean the room(s), return tables & chairs, and/or any carpet stains will result in a forfeiture of the deposit.
21. The Station at Central Park reserves the right to require liability insurance with the City of Moore and the Moore Public Works Authority listed as additional insured.
22. Damage and/or destruction of the above named property will result in repair and/or replacement fees. If damage exceeds the deposit amount, the difference will be billed directly to the renter. Payment will be due within 72 hours of billed date.
23. In all circumstances, the Parks and Recreation Department retains full authority for final approval and denial of facility reservation requests.

Rental Refund Policy

100% of cost minus \$25 processing fee will be refunded on any cancellation request prior to 5 business days (Monday – Friday) prior to start of your reservation

100% of deposit plus \$25 processing fee will be collected on any cancellation request within 5 business days (Monday – Friday) from the start of your reservation

0% of cost will be refunded on any no show or unused hours on reservation

* All Refunds May Take Up to 2 Weeks to Process

NON-LIABILITY OF LESSOR-GENERAL PROVISION: This agreement is made upon the express condition that the Lessor shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Lessee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by Lessee in connection therewith, and Lessee hereby covenants and agrees to indemnify and save harmless the Lessor from all liabilities, claims, suits or losses however occurring or damages growing out of the same The City of Moore also disclaims any and all responsibility for accidents or injuries occurring during the time of your use of this of this facility. The City of Moore reserves the right to enter the premises at any time.

I have read and understand the above rules: _____

FOR OFFICE USE ONLY

Approved By: _____ Date: ____/____/____

Dep. Amount: _____ Paid Amount _____ Cash/ CC / Check # _____

Receipt # _____

Aquatic Center Private Rental Concession Add-On Order Form

Today's Date: ____/____/____

First & Last Name: _____

Cell Phone: (____) _____

Email: _____

Reservation Start Time: ____:____ AM/PM End Time: ____:____ AM/PM

Event Name: _____

Number of People Attending: _____

Add-Ons	Charge	Please Check <input checked="" type="checkbox"/> The Box That Applies
The Station Concession Stand*	\$75 tab @ 25% off	<input type="checkbox"/>
Large One-Topping Pizzas**	\$50.00	<input type="checkbox"/> Number of Orders? ____ (5 per order)
Party Sheet Cake**	\$50.00	<input type="checkbox"/> Chocolate <input type="checkbox"/> Vanilla <input type="checkbox"/> Marble
Fresh Fruit Trays**	\$35.00	<input type="checkbox"/> Number of Orders? ____ (each order feeds up to 30ppl)
Cookie Tray**	\$40.00	<input type="checkbox"/> Number of Orders? ____ (each order feeds up to 30ppl)
Ice Cream Bars**	\$50.00	<input type="checkbox"/> Number of Orders? ____ (25 per order)
12oz Sno-Cones**	\$50.00	<input type="checkbox"/> Number of Orders? ____ (25 per order)

***In order to have The Station Concession Stand open and available for your guests during your event, a \$75 deposit will be expected at the time of booking. Our full menu of hot food and fountain drinks will be available for your guests to order at a 25% discount. The \$75 deposit may be used to pay for these items for your guests. Once the \$75 tab runs out, your guests may purchase items at regular full price.**

**** A minimum order of \$75 must be made for all pre-ordered food, unless The Station Concession Stand deposit of \$75 is also being made. Pre-ordered food will be served within the first 30 minutes of your scheduled event.**

Notes:
