

BERLIN AQUATIC CENTER

Berlin Aquatic Center Reservation Procedures

1. Applications for Berlin Aquatic Center Private Rentals must be made with the Berlin Aquatic Center Manager **at least ten (10) days prior** to rental date.
2. Reservations will only be taken from adults over the age of 18. All rentals require a **\$25.00 deposit** to hold the desired date. The **deposit will be applied to the rental fee**. The remaining portion of the fee is **due no later than one week before the event**. If the event is canceled less than one week before the event the deposit will be forfeited.
3. **In the case of rain**, the staff will attempt to reschedule the event, if a reschedule is not possible a refund will be made.
4. Resident fees refer to individuals that reside or own and operate a business within the **City Limits of Berlin**.
5. Upon request, the **concession stand** is available during private rentals. All items are sold at regular prices.
6. Private Rental groups may choose to bring in their own food, floatation devices, games, decorations, and tableware. Please note: Alcoholic beverages, smoking, and glass containers are not allowed. Back Deck Rental may bring food, games, decorations, and tableware.
7. If requests are made for additional benches or tables, a \$25 fee applies per additional table or bench. (Up to 4 picnic tables OR 8 benches).
8. Reservations are issued on a first-come, first-serve basis.

Berlin Aquatic Center Rental Rates	Resident	Non-Resident
Deck Rental Available during regular pool hours (Cost does not include Daily Entrance Fees)	\$50.00 (Up to 3hrs)	\$50.00 (Up to 3hrs)
Private Rental (Cost includes Daily Entrance Fees)	\$125/hour	\$250/hour

For more information call or write the Berlin Aquatic Center at:

Berlin Aquatic Center
Attention: Pool Manager
P.O. Box 272
Berlin, WI 54923
or (920) 229-5568 (Manager, Jason)
or website: www.cityofberlin.net