



BERLIN AQUATIC CENTER
 255 Webster Street, P.O. Box 272 Berlin, Wisconsin 54923
 (920) 361-5426 Pool
 (920) 361-5437 Office
BERLIN AQUATIC CENTER RENTAL USE AGREEMENT



Date of Use: _____ **Time of Use** _____

Event Name: _____

Person Applying: _____ **Telephone:** _____

Address: _____ **City:** _____ **Number Attending:** _____

Type of Event:

- Private Rental (**Based on Availability**) Community Event
 Back Deck Rental (**Regular Hours**) Other _____

Concession Stand (ONLY for Private Rentals)

- Yes, I would like the concession stand open for this private event.
 No, I do not wish to have the concession stand open for this private event.

Outside Food:

- We will be bringing in food to be served for this event.
 No, we will **not** be bringing in food to be served for this event.

Special Requests: (extra tables, etc.)

NOTE: Not all requests will be able to be granted. However, BAC staff will honor requests whenever possible.

Rules and Regulations

The undersigned hereby agrees to be responsible for compliance to all ordinances, rules and regulations of the City of Berlin, including, but not limited to the following.

- No glass bottles or containers** are allowed on the Pool Deck, in the Pool Area or in the Parks.
- Pets are not allowed on the Pool Deck or in the Pool Area.** Pets are only allowed in Longcroft Park if on the pedestrian bridge or walking path. (ord. 50 - 72 (20))
- Alcohol is not allowed** at the Berlin Aquatic Center.
- The undersigned hereby agrees to release, hold harmless, and indemnify** the city and BAC staff from and against any and all liability for property damage or injury incurred by the applicant, employee, agent, customer, or other third party related to or arising out of the permitted use. Further the city may require proof of insurance or bond from applicant if deemed necessary. (Consult with Park & Recreation Director for details.)

Signature of Applicant

Date

Approved

Date

\$25 deposit paid on ___/___/___ **ck #** _____ ***** Additional Payment \$** _____ **date** ___/___/___ **ck #** _____

Original to Aquatic Center Manager

cc: Customer, City Hall & Sportsman

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. Rentals may choose to bring in their own food, games, decorations, and tableware. Please note: Alcoholic beverages, smoking, and glass containers are not allowed.
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.
9. All reservations will be reviewed by the Aquatic's Manager and they will reach out within one week to accept or decline the reservation.

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) 361-5437 (Manager, Ally)
 or aquaticmanager@cityofberlin.wi.gov