

Hartford Parks & Recreation Department
 125 N. Rural Street, Hartford, WI 53027 - (262) 670-3730
Veterans Memorial Aquatic Center
 777 S. Main St., Hartford, WI 53027 - (262)670-3750
 ci.hartford.wi.us



Form can be returned in person during office hours or via email at signup@hartford.wi.gov phone call with credit card information for payment required 5-10 minutes after emailing

RENTAL INFORMATION

DAY _____ DATE _____ START TIME _____ END TIME _____

Pool Special Party Party Size: Est. _____ Final Count _____

Private Pool Party Party Size: Est. _____ Final Count _____

Party size includes all individuals coming, not just those who may swim.
 Please be sure review rules on chaperones and those 7 & younger needing adult supervision in the water.

Notes: _____

PRIVATE POOL PARTY

Up to 200 people \$1050
 201-300 people \$1050 plus \$2.00/person after 200
 301-450 people \$1050 plus \$1.75/person after 200
 451-600 people \$1050 plus \$1.50/person after 200
 Over 600 \$1050 plus \$1.25/person after 200

POOL SPECIAL PARTY

15 Minimum, 40 Maximum
 Mon – Thurs: \$8/person Res, \$10/person Non-Res
 Fri, Sat, Sun: \$10/person Res, \$12/Person Non-Res
 To get the resident rate, the person renting must live in the City of Hartford – City Limits. Proof of residency may be required.

RENTER AGREEMENT

PRINT Name _____ PHONE (day of rental) _____

GROUP Name _____ DAY PHONE (8am-5pm) _____

ADDRESS _____ CITY _____ ZIP _____

I certify that all information provided above is accurate to the best of my knowledge and that I will assume all responsibility for proper care and utilization of the stated facility and will abide by the rules and regulations printed on the reverse side. If damage results from the use of the facilities and/or equipment by my group, we will be responsible for the repair of the damages.

Signature _____ **Date** _____

PAYMENT

_____ Resident _____ Non-Resident

\$30 Down Payment

Date Paid _____ Initial _____

Payment Method _____

FINAL PAYMENT

Date Paid _____ Initial _____

Amount _____

Payment Method _____

FEES

Party Type: _____

Party Size: _____ \$ _____

Other: \$ _____

Less Down Payment \$ - \$30.00

Total \$ _____

**CITY OF HARTFORD – PARKS AND RECREATION DEPARTMENT
VETERANS MEMORIAL AQUATIC CENTER RENTAL RULES & POLICIES**

1. RENTAL PROCEDURE

All rentals are handled through the Hartford Recreation Center Office.

\$30 deposit and rental form is needed to secure your date. This deposit will go toward your final cost.

All private rentals must be paid for in full a minimum of two weeks before the desired rental date.

Pool Special Rentals must be paid for in full a minimum of one week prior to desired rental date.

2. POOL SPECIAL

The Pool Special Package includes use of pool during regular open swim and a seating area for your exclusive use for 3 hours. Hot dog, popcorn and small soda is included. Cakes can be brought in, but no other food allowed. Rentals can be any day of the week from 2-5 PM. Only one rental per day allowed. Food will be served no earlier than 2:30 PM and no later than 3:30 PM. Renter should coordinate with the Concessions Manager upon arrival as to the desired time.

Rental host will be allowed into the facility at 1:45 PM. Guests need to check in at bathhouse at **no earlier** than 2 PM. Admission staff will have designated number of wristbands for the party & will wristband each guest. Rental party must leave the designated seating area by ending time, but may remain at the facility until it closes.

3. PRIVATE RENTALS

Private rentals are available on a Saturday or Sunday from 7 – 9 PM. Rental party will be allowed into the rented facility at the designated starting time as listed on the reservation form and will need to be out of the rented facility at the designated ending time. Any set up and/or take down time is included in your total rental time as listed on the rental form.

4. RESIDENT VS. NON-RESIDENT

A resident is anyone residing in the City limits of Hartford. All others are non-residents.

5. CANCELLATIONS – PRIVATE RENTALS

Renter Cancels up to 1 Week Prior – Complete refund less \$100

Renter Cancels less than 1 Week Prior – Complete refund less \$200

Renter Cancels day of event – No refund

WEATHER CANCELLATIONS

Note: Pool policy is that we will hold the rentals with air temperature at 65 degrees and above as well as rain (not lightning). Groups cannot cancel the event because they believe the weather is inclement or could be inclement.

Full Cancellation (as deemed by Recreation Staff)– if the party cannot find a date to re-schedule the rental, a full refund will be given.

Partial Cancellation (as deemed by Recreation Staff) – If the weather conditions require cancellations after the rental has begun, a pro-rated refund will be issued as follows:

0-60 minutes into rental time – All refunded except \$350

60-90 minutes into rental time – All will be refunded except \$425

90+ minutes into rental time – No refund

6. CANCELLATIONS – POOL SPECIALS

Renter Cancels up to 1 Week Prior – Complete refund less \$5

Renter Cancels less than 1 Week Prior – No refund

WEATHER CANCELLATIONS

Note: Pool policy is that we will hold the rentals with air temperature at 65 degrees and above as well as rain (not lightning). Groups cannot cancel the event because they believe the weather is inclement or could be inclement.

Full Cancellation (as deemed by Recreation Staff)– if the party cannot find a date to re-schedule the rental, a full refund will be given.

Partial Cancellation (as deemed by Recreation Staff) – If the weather conditions require cancellations after the rental has begun, a pro-rated refund will be issued as follows:

0-60 minutes into rental time – Full refund, providing no food has been prepared. If prepared, 50% refund.

60-90 minutes into rental time – 50% refund providing no food has been prepared. If prepared, 25% refund.

90+ minutes into rental time – No refund

7. PARTIAL POOL CLOSINGS

Please be aware that during a Pool Special Rental, sections of the pool could close should attendance warrant sending staff home.

8. ADMISSION CHARGES

Rental groups may not charge admission into their event/rental unless it has been approved by the Department. A percentage of the admission fees collected may be assessed to the rental group and returned to the Recreation Department.

9. YOUTH SUPERVISION

All rentals involving youth require a ratio of one adult per every 8 children. Any child 7 & younger must be within arm's reach of the child while in the water. Two children 7 or younger per one adult in the water within arm's reach of each child is allowed.

10. DAMAGE TO RECREATION PROPERTY

Damage to the Aquatic center, equipment or other City property by the renting party will be charged to the individual who assures responsibility for Recreation Center use by signing the reservation form.

11. CLEAN UP

The rental party is responsible for general clean up of areas used (paper, cups, misc. garbage) during the rental. Security fee, or portion of security fee, will be retained if extensive clean up is needed by Aquatic Center Staff.

12. SMOKING AND ALCOHOLIC BEVERAGES

Smoking and alcoholic beverages are not allowed anywhere in the Aquatic Center or on its grounds.

13. INSURANCE REQUIREMENTS

Community events / public festivals must show Liability Insurance of \$1,000,000.

14. SPECIAL EVENT RENTALS

If a rental is deemed a special event by staff, an additional special event fee may be required. A meeting with Recreation Staff will be scheduled to review the event and special requirements.

POOL POLICIES/RULES

Life Jackets – Coast Guard approved lifejackets allowed. No other floatation devices including water wings or other types of life jackets allowed. Life jackets are not provided. Any child wearing a life jacket must have a chaperone within arm's reach of them regardless of the age of the child in the life jacket. One chaperone per two children in the water.

No Carry Ins – Bottled water is allowed, but no other food or beverages can be brought in. Full concessions will be available for purchase.

Waterslides – For both the body slide and the raft slide the height requirement is 48”.

Lazy River – The height requirement for the Lazy River is 42”. There is no walking in the Lazy River during Open Swims. All swimmers must be in a tube.

Water Walk – The height requirement for the water walk is 48”.

Diving Board – Divers must pass a swim test before they are allowed to dive. Divers must be able to swim the width of the pool, twice.

Other Rules:

- Towels are not provided.
- Lockers are available and will be 50 cents each time it is opened.
- No shoes on deck, including sandals.
- All persons must shower before entering the pool.

ADDITIONAL POSTED POOL RULES

Do not enter the pool if you have a communicable disease or an open cut.

All patrons must wear a swimsuit. No cut-off shorts are allowed. T-shirts are not allowed. All children who are not potty trained must wear a swim diaper.

Smoking is not allowed anywhere in the facility.

Do not run on the deck or in the locker rooms.

No breath holding for longer than 10 seconds.

Management reserves the right to close any part of the facility at any time during operation hours.

Water Walk Rules

Please enter and exit water walk only at designated areas.

One person per turn. No doubles on one walk area.

Patrons must exit the water after falling off the floats.

No swimming or walking allowed in fall zone of water walk.

No horseplay on floatable (pushing, rocking, hitting, etc.).

No diving anywhere along water walk.

No pulling or tugging on rope, cargo net, or floats while waiting in line.

For your safety, swimming under water in float area is not allowed.

No running across floats.

Lazy River

One person per single raft/tube.

No diving in lazy river area.

No lifejackets, noodles, or any other flotation devices allowed.

Stay in raft/tube at all times.

Return tube to designated area after exiting.

Follow direction of the current at all times.