



2010 Private Rental Agreement

Name of Renter: _____ Phone: _____ Cell: _____

Address: _____ City: _____ P.C. _____

Rental Date: M Tu W Th F Sa Su _____ Rental Time: (includes set up and clean up time)

Total Rental Fee: _____ From _____ To _____

of guests expected (including swimmers & spectators) _____ Community Membership # _____
Highwood Community Assn. members receive a \$5.00/hour discount when showing card.

BBQ required: YES NO

Payment in FULL must be made at time of booking.

Total Fee Paid: \$ _____

No holds or phone bookings will be accepted.

Rental Fees:

Date Paid: _____, 2010

1 to 50 people - \$75.00 / Hour

51 to 99 people - \$100.00 / Hour

Paid By: Cash Debit VISA M/C

100 to 150 people - \$150.00 / Hour

151 + people - \$200.00 / Hour

Receipt # _____

Rental and Cancellation Policies:

1. A full refund minus a \$25.00 admin fee will be given if a rental is cancelled at least 7 days in advance. Refunds will be made by HOP cheque only, & will be mailed to the listed renter. No cash refunds will be given. Refunds WILL NOT be issued for no shows or cancellation of less than 7 days notice.
2. A full refund will be given if we have to close the facility due to mechanical difficulties or unsafe weather (lightning). If a rental has started, but must be stopped due to unsafe weather, the renter may choose to receive a refund for the portion of rental unused or book that time for another available date. (unsafe weather is considered to be lightning... Not rain.)
3. If the number of guests arrived exceeds the number of guests (includes swimmers and spectators) indicated for rental fees paid, the renter will be required to pay the balance of the rental fee for the larger group as listed in the rental fee chart above.
4. All rentals will start at the time booked above. If patrons are late arriving, the rental will still end at the original booked time .
5. Patrons are asked to wait to one side of the front foyer, or outside the main front doors, until pool staff is ready to receive them for rental start.
6. Food & other items for your rental may be carried through change rooms upon start of the rental. Staff can also open the back gate to bring items in. The office area cannot be used for passage through to the deck. Food and non-alcoholic beverages may be served in the picnic table area only.
7. Renter is expected to place all garbage and recycling in the containers provided. Glass containers are not permitted on pool premises.
8. All patrons going to the pool deck areas will be required to remove outside footwear at the entrance.
9. Patrons with open sores or infectious illness or disease are not permitted in the pool area. Patrons must shower before entering the pool.
10. Nearing the end of your rental, pool staff will give patrons a 15 minute and 5 minute warning to rental end. Patrons are asked to exit the water promptly when notified to do so, and vacate pool premises no longer than 15 minutes after the rental end time.
11. Outside pool toys or snorkels will be allowed at lifeguard discretion. All regular pool rules will apply.
12. Smoking and alcohol is strictly prohibited. We reserve the right to require any patron to vacate the facility for abusive or inappropriate behavior, language or dress. Renters are responsible for any damage or breakage of equipment at replacement cost.
13. All tots under 3 years are required to wear plastic pants over their swim diapers. Plastic pants are available for purchase at the pool.
14. Children under 7, regardless of swimming ability, must be within arm's reach of a responsible person 14 + when in main, or wading pool.
15. Lifeguards enforce rules, regulations, and respond to aquatic emergencies, but parents are ultimately responsible for the safety of their children.

The renter or user agrees to indemnify and hold harmless the Highwood Outdoor Pool, the Highwood Community Association, its appointed and elected officials and employees while acting within the scope of their duties as such, from and against all claims, demands, loss, liability of any kind & character, including costs of defense, arising out of or in any way connected with the renters or user's use of the facilities or property specified in this agreement.

I, _____ have read, understood, agree and will follow the policies listed above.

Printed Name: _____ Date: _____, 2010