



City of Warrenton
200 West Booneslick
Warrenton, MO 63383

City Hall Phone: 636-456-3535 Fax: 636-456-8135
Aquatic Center: 636-456-2288
www.warrenton-mo.org

Pool Party Room Rental Contract

Visit the Aquatic Center webpage to view a calendar of available dates. You can book your party at the Aquatic Center or online: www.warrenton-mo.org

Name: _____ Phone Number(s): _____ Birthday: _____
Address: _____ City: _____ Zip Code: _____
Email: _____ Anticipated Number of Guests: _____

Date of Party _____ Check Box Below For the Day of Week & Time of Party

- ☐ Sun 1-3pm ☐ Mon 1-3pm ☐ Tues 1-3pm ☐ Wed 1-3pm ☐ Thur 1-3pm ☐ Fri 1-3pm ☐ Sat 1-3pm
☐ Sun 4-6pm ☐ Mon 4-6pm ☐ Tues 4-6pm ☐ Wed 4-6pm ☐ Thur 4-6pm ☐ Fri 4-6pm ☐ Sat 4-6pm

Birthday Party Packages – Check Box

There is a \$5 admission fee for each party attendee over the limit and regardless of whether or not they enter the water.

- #1 Room Rental Only** ☐ \$100 1-10 Attendees ☐ \$160 11 – 20 Attendees
#2 Cupcakes and Water ☐ \$175 1-10 Attendees ☐ \$240 11 – 20 Attendees
#3 Cupcakes, 1 Topping Pizzas and Water ☐ \$210 10 People ☐ \$300 11 – 20 People
Extra 12 cupcakes \$10 ☐ **Extra Pizza(s) \$10 each** ☐

- The party room will not be reserved until payment in full and the completed contract is received a minimum of 2 weeks prior to the scheduled event.
- Parties must be booked a minimum of two weeks in advance of chosen date to accommodate staffing and any food orders. *#1 Room Only option may be booked less than two weeks prior to the date with management approval.*
- Cancellations must be made no later than one week prior to the date of the party to obtain a refund or reschedule the party. A processing fee of \$20 will apply for all cancelled/rescheduled reservations.
- For any underage party (attendees under 18), one adult 25 years or older must be in attendance for every 10 attendees, with a minimum 2 adults required. It is the responsibility of the individual signing this contract to enforce rules and regulations as posted at the pool. Failure to do so may result in individuals being escorted from the property, for repeat issues the party may be concluded early, with no refund.
- Please note that the Party Room can comfortably seat 20 people. If you are inviting more than 20 guests, please be aware that we may not have enough seating for everyone. Furthermore, for parties of more than 20 guests, it will be the responsibility of the person hosting the party to pay the \$5 daily admission fee for every additional guest beyond the maximum number allotted in your party package, regardless of whether or not the guest enters the water.
- A \$50 refundable damage/cleaning deposit is required at the time of reservation.

It is hereby agreed that:

I (print name) _____, will be in attendance and will be responsible for the conduct of those present. I agree to assume any cost of the damage or facility maintenance, including trash clean up, beyond normal usage. The party room will be left in an orderly and relatively clean condition.

Party Host Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Please make checks payable to the City of Warrenton.

Office Use Only

	Initial	Date
Deposit Paid	_____	_____
Cake Ordered	_____	_____
Pizza Ordered	_____	_____
Deposit Refund	_____	_____



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Name of Guest of Honor: _____

Reason for Celebration: _____

Cupcakes, Pizzas & Beverages

Please complete this form only if you have selected a party package which includes cupcakes, pizzas and beverages.

Cupcakes

Select Cake Flavor: ☐ Vanilla ☐ Chocolate ☐ Combination of each

Color of Buttercream Icing: ☐ Red ☐ Orange ☐ Yellow ☐ Light Blue ☐ Teal ☐ Bright Green
☐ Green ☐ Purple ☐ Pink ☐ Light Pink ☐ Dark Blue

City Use: Cupcake order confirmed by _____
Name of Staff Date

Select Decoration Ring: Emojis Minecraft Peppa Pig Happy Birthday Space Jam Hot Wheels
Butterflies ☐ Frozen ☐ Unicorn ☐ Mermaid ☐ Disney Princess ☐ Blues Clues ☐ Minnie Mouse
☐ Batman ☐ Avengers ☐ Trolls ☐ Baby Shark ☐ Lion King ☐ Paw Patrol ☐ Mickey Mouse
☐ SpongeBob ☐ Mario ☐ Jurassic ☐ Pokemon ☐ Baby Yoda ☐ Buzz Lightyear ☐ Spiderman
☐ Minions ☐ LOL ☐ Cocomelon Baseball Soccer None

One Topping Pizzas

☐ Parties of 1-10 guests three large single-topping pizzas provided.

☐ Parties of 1-20 guests five large single-topping pizzas provided.

Number of extra pizza(s) if ordered _____

Please write the quantities of your pizza choices in the spaces below:

Additional toppings are not an option.

_____ Cheese _____ Pepperoni _____ Sausage

City Use: Pizza order confirmed by _____
Name of Staff Date

Pavilion Rental

The Warrenton Pool Park has one pavilion available for rental to both City of Warrenton residents and non-residents. The pavilion is available from dawn to dusk. Reservations are made on a first come, first served basis and cannot be held without completed application and payment in full. Reservations must be made at least 48 hours prior to the scheduled date. In addition to the rental fee, there is a \$50 refundable deposit. Pavilion rental forms are available at City Hall or online www.warrenton-mo.org/Discover. Checks payable to: City of Warrenton. Return application and payment to City Hall 200 West Booneslick Rd., Warrenton, MO 63383.

The Warrenton Pool Park also has a Dog Park area and a challenging Disc Golf Course for visitors to enjoy.



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Party Room Sign-In

Host: _____ Party Date: _____ Party Time: _____

1. _____	16. _____
2. _____	17. _____
3. _____	18. _____
4. _____	19. _____
5. _____	20. _____
6. _____	21. _____
7. _____	22. _____
8. _____	23. _____
9. _____	24. _____
10. _____	25. _____
11. _____	26. _____
12. _____	27. _____
13. _____	28. _____
14. _____	29. _____
15. _____	30. _____

Office Use Only

Did the party have more guests than what was allotted by the host's party package? _____

Were the daily admission fees for any extra guests collected from the host? _____

Employee Signature: _____



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Pool Party Room – Clean Up Check List

Cleared of clothing and other personal belongings

Chairs and tables returned to original location.

Trash, paper, and other debris placed in trash cans

Pick up any leftover food, cake, or drinks

Party Host Print Name

Signature

Date

Manager On Duty Print Name

Signature

Date

Notes:

