



## Scona Pool Rental Request Form - Instructions

Please note that failure to complete the below form correctly and accurately may delay your rental request. All rental requests are first come first serve and based on availability. We will attempt to make all accommodations as requested. All questions or concerns can be sent to [rentals@sconapool.com](mailto:rentals@sconapool.com)

Name of Renting Party: Please fill in your full first and last name - Required

Address : Your address - Required

Postal Code: Your postal code - Required

Phone number: Please include a daytime phone number - Required

Email Address: Your Current e-mail address - Required

Event: What type of event you are holding - Required

Rental date: The date you are requesting to rent - Required

Booking date: Today's date - Required

# Patrons: This is the amount of users you are expecting for your rental, \*this does include those not swimming as well\* - Required

# Guards: This is the number of guards you require based on the ratio of 30:1 (Please note there is a 2 hour minimum charge for any additional guards) - Required

Age group of patrons: This is the age range of those attending your event - Required

Special Requests:

Pool Rental Time Requested: Please fill in the exact hours you would like to rent (Eg: 4pm - 515pm) Required

Room / Sundeck Rental Time Requested: Please fill in the exact hours you would like to book the Party room or Sun Deck if required (Eg: 515pm - 630pm) - Required

When calculating the bottom section simply fill in the blank boxes as applicable to your rental. If you only wish to rent the pool then you will only fill in the amount of hours requested for the pool. The total will automatically be calculated for you. (Eg: 1 Hour, or 1.5 hours etc.)

When needing additional lifeguards you will fill in the first box for the amount of extra guards needed, the second box you will put in the amount of hours needed for those extra guards. \*\* Please note there is a 2 hour minimum for additional guards\*\*

If requesting to rent lanes you will input the amount of lanes requested, in the second box you will put how many hours you would like to rent those lanes for.

If requesting the barbecue, please put 1 only as it is a per rental fee.

The sheet will automatically give you a rental total upon completion of all fields and all entered rental times.

You will now be required to save the rental request to your computer and then e-mail it to [rentals@sconapool.com](mailto:rentals@sconapool.com) . You will be contacted by a member of our office staff to confirm or amend your rental based on availability and accuracy of your completed form.

Name of Renting Party		Rental Date:	
Address		Booking Date:	
Postal Code		# Patrons (Pool Max 194):	
Phone Number		# Guards (1:30 patrons):	
Email Address		Age group of patrons:	
Event		Special Requests:	

Pool Rental Time Requested	Room / Sundeck Rental Time Requested

**INFORMATION FOR RENTAL PARTIES**

Please Note: Failure to adhere to the direct supervision of the parent to child ratio or the patron to guard ratio may result in the immediate termination of your rental.

**Children under 8 years of age require direct supervision at all times within the facility by a responsible individual 15 years of age or older at a maximum ratio of 3:1**

A responsible adult 18 years of age or over must be in attendance at all times during rental.

Your rental is for the time indicated above. This agreement covers the use of the pool, party room, sundeck and/or barbecue. Set-up and clean-up should take place during the first and last 5 – 10 minutes of your rental time. The parties before and after your booking will appreciate the timely arrival and timely departure of your group.

Due to the popularity of Scona pool for private rentals, a 100% deposit is required to secure your booking.

**Cancellation Policy:** Cancellations received 14 days prior to the rental date will receive a full refund, minus a \$25 administration fee. Cancellations received less than fourteen (14) days to three (3) days before the rental date will be charged 50% of the rental cost. Cancellations received less than 48 hours before the rental date and groups that fail to attend and neglect to cancel will not receive a refund and will be charged the full rental cost. Street shoes are not permitted on the pool deck or in the party room. Please bring a pair of indoor or deck shoes with you.

Alcohol and smoking are prohibited in the Scona Pool Facility. For a list of pool rules please visit our website at [www.sconapool.com](http://www.sconapool.com), any and all rules set out by the staff of the facility must be obeyed at all times.

RENTAL RATES & OPTIONS
<b>Private Entire Pool Rental:</b> \$125.00 per hour
<b>Classroom/Party Room Rental:</b> \$50.00 per hour
<b>Sun Deck Rental:</b> \$50.00 per hour
<b>Barbecue Rental:</b> \$10.00 per use
<b>*Additional Lifeguard:</b> \$35.00 per lifeguard per hour
* 2 hour minimum for Additional Guard

Pool Rental:	hr(s)	x \$125.00 per hour =	\$
Room Rental/ Sun Deck Rental:	hr(s)	x \$50.00 per hour =	\$
Lane Rental:	_____ lanes x _____ hr(s)	x \$17.50 per lane per hour =	\$
Additional Guard Rental:	LG(s) x hr(s)	x \$35.00 per LG per hour =	\$
Barbecue:	use	x \$10.00=	\$
<b>SUBTOTAL</b>			
GST	5%		
<b>TOTAL</b>			
		GST #:	854383262

With payment I,

\_\_\_\_\_,  
 acknowledge I have read and agreed to the above terms and conditions.  
 Signature of Renter:

\_\_\_\_\_  
*Upon request and return of this document your booking will be confirmed providing there is space available on your requested date and time. You will be contacted by a member of staff for payment over the phone via Visa or MasterCard.*