



**Watertown Aquatic Center**

1009 Perry Street

920-262-8085

**Rental Request Form**

Name of Group: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Day of Contact Info: Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Day/Date of Event: \_\_\_\_\_

Number of Children Attending: \_\_\_\_\_ Number of Adults Attending: \_\_\_\_\_

Approximate Arrival Time: \_\_\_\_\_ Approximate Departure Time: \_\_\_\_\_

Concession Stand Service Requested:  Yes  No

Concession Fee Paid By:  Patrons  Rental Group

Catering Requested: \_\_\_\_\_

\_\_\_\_\_ Approved:  Yes  No

**Special Instructions:**

<b>Rental Fee:</b>	\$ _____
<b>Concession Fee:</b>	\$ _____
<b>Total Cost:</b>	\$ _____
<b>Amount Paid:</b>	\$ _____
<b>Amount Due:</b>	\$ _____
<b>Date:</b> _____	<b>Managers Initial:</b> _____

Watertown Park and Recreation Department  
514 South First St  
Watertown, WI 53094  
(920) 262-8080

## Watertown Aquatic Center Information

- The Watertown Aquatic Center is available for rental after regular operating hours. Hours of operation are: Monday through Saturday from 11am-7pm and Sunday from 1pm-7pm. No rentals are allowed after 10pm. Special requests will be handled on a case by case basis.
- Rental fees include exclusive use of the facility for the event, admittance for all involved persons, staffing for the event such as lifeguards, managers and concessions staff. Fee schedule is as follows:

400 people or less	\$200/hr/city resident	\$300/hr/non-city resident
over 400 people	\$250/hr/city resident	\$350/hr/non-city resident

Concession Stand is available upon request for \$25/hour for city residents, \$37.50/hour for non-city residents.

- All reservations are requested to be made at least 2 weeks in advance at the Watertown Park and Recreation Department office. In case of a cancellation, due to weather or closure of the facility due to mechanical failure etc, all fees will be returned. Cancellations must be made one week in advance.
- Follow all pool rules as listed in the lobby area, the diving well and the water-slides.
- No floatation devices are allowed in the facility except for medical reasons
- All patrons who wish to swim in the diving well must be very comfortable in 12 feet of water – those who are not will be required to take a swim test which is being able to swim 25 yards (one length) of the pool in good form unassisted. This test will be supervised by a lifeguard.
- The kiddie slides, located in the shallow end of the facility, are for preschool children only
- All youth groups (18 and under) must be accompanied by a responsible adult at a 1:25 ratio.
- All children (7 and under) must be supervised by a responsible person at all times in and out of the water.
- No alcoholic beverages or carry-ins are allowed in the facility.
- The concession stand is available for use as during any rental and plans need to be made at the time of the rental reservation.
- Each reservation will be handled on a case by case basis should a group wish to cater or provide food and drink.
- All food and drink must be consumed in the eating areas.
- Any renter claiming tax-exempt status, must submit a tax-exempt certificate.