



# Pool Party Request Form



Shakopee Parks and Recreation  
1255 Fuller Street, Shakopee, MN 55379  
Phone# (952) 233-9518 Fax# (952) 233-3831

[www.ShakopeeMN.gov](http://www.ShakopeeMN.gov) or [csatterthwaite@ShakopeeMN.gov](mailto:csatterthwaite@ShakopeeMN.gov)

OFFICE USE ONLY

Date/ Time Rec'd \_\_\_\_\_  
Staff Initials \_\_\_\_\_  
Date Processed \_\_\_\_\_  
Staff Initials \_\_\_\_\_  
Permit or Booking # \_\_\_\_\_

## Contact Information

Parent Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Email: \_\_\_\_\_  
Organization: \_\_\_\_\_ Birthday Boy/Girl Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Main Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## Reservation Information

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of adult guests: \_\_\_\_\_ # of child guests: \_\_\_\_\_

## Payment and Refund Policy

- Full payment due at time of reservation.
- Reservations cancelled within 3 weeks of the party date are ineligible to be refunded
- Time and date changes are considered with a minimum 2 weeks' notice, Subject to staff and facility availability.

## Package Details and Rates

- Contact Parks and Recreation with your birthday request at least 2 weeks in advance.
- Includes: Decorated party room for 2 hours, 14 pool passes, paper products, and goodie bag
- \$10 per additional child (admission, paper products, goodie bag), \$7per adult resident
- Availability may depend on facility scheduling, and staffing.
- Parents of the bday boy/girl may arrive 15 minutes prior to the start time. Guest entry will commence 5 minutes prior to start.

## Pool Policies

- ALL children 6 and under as well as anyone in a lifejacket must have an individual 16+ years old within arm's reach at all times
- ALL individuals in the water MUST have a swimsuit on. No athletic gear, basketball shorts, or t-shirts allowed

## Special Requests/Notes

\_\_\_\_\_  
\_\_\_\_\_

## Agreement – Signature Required

As lawful consideration for being permitted to use the Parks and Recreation facility listed above, I agree that the City of Shakopee shall be held harmless and exempt from liability for any injury or disability which I or the participants of the rental listed above might incur as the result of use of the facility listed above due to the passive or active negligence of the City, agents or employees. This release of liability of the City of Shakopee, does not include any injuries that I or other participants of the rental listed above incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, its agents, employees elected officials or volunteers. This agreement is specifically binding upon my spouse, heirs and assigns and the spouses, heirs and assigns of the participants of the rental or program listed above.  
With my signature, I verify I have read and understand the rules and regulations associated with this request.

\_\_\_\_\_ **I have read and agreed to the payment and refund policy terms and understand the package details. (Initial)**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## Payment Information

Package Rate \$ \_\_\_\_\_ + #Add'l Children(x\$10) \_\_\_\_\_ + Sales Tax 7.375% \_\_\_\_\_ = Total \$ \_\_\_\_\_

Cash  Check # \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Approval \_\_\_\_\_

Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_ 3 Digit Security Code \_\_\_\_\_

# POOL Party

## At the Shakopee Community Center!

### Parties include:

- \$150 + tax for: Use of decorated party room for 2 hours, paper products, goodie bags, and 14 pool passes
- \$10 per additional child, \$7 per additional adult

For more information and availability contact Courtney  
at 952-233-9518 or [csatterthwaite@ShakopeeMN.gov](mailto:csatterthwaite@ShakopeeMN.gov)

