



Dear guests of the pavilion,

The pavilions located at Eastmonte, Merrill and Westmonte Parks are available to both city and non-city residents to rent for birthday parties, baby showers, picnics, etc. Each of our pavilions is equipped with tables and grills and can seat up to fifty (50)-people. A multi-use facility contract must be completed along with payment in order to reserve the pavilion. A multi-use facility contract can be obtained by visiting our website at www.altamontesports.org or from the Westmonte Park Front Office located at 624 Bills Lane, Altamonte Springs, FL 32714 Monday through Friday 8am to 5pm.

Rental fees for pavilions are as follows:

- 4 hours - \$25 + tax
- 8 hours - \$50 + tax

Pavilions may be reserved up to ninety (90)-days in advance. Once the Multi-Use Facility Contract is completed you may turn it in to the Westmonte Park Front Office or fax it to 407-571-8752. We accept cash, Visa, MasterCard or check (personal checks will not be accepted within thirty (30)-days of reservation). Reservations are not guaranteed or confirmed until you receive a reservation number.

Refunds will not be considered within ten (10)-business days prior to a reservation. In case of inclement weather or unforeseen circumstances, an alternate date will be offered first, a credit may be given, or a refund can be requested in writing. The Park Ranger on duty will determine if a refund can be requested due to inclement weather.

Bounce houses are permitted at both Eastmonte and Westmonte Parks. The bounce house company must provide a Certificate of Insurance five (5)-business days prior to the event. The certificate must reflect \$1,000,000 General Liability and \$1,000,000 Automobile Liability. In the description box on the certificate it must read "City of Altamonte Springs is listed as the additionally insured in regards to general liability." Water bounce houses are not permitted.

Decorations are permitted, however you may not nail or tack into the wood. Music is permitted at an acceptable volume (acceptable volume is at the discretion of the Park Ranger on duty). Alcohol is strictly prohibited. Set up, the event and clean up must all be included within the four-hour or eight-hour time block. All trash must be placed in trash receptacles located at the pavilion. Pets are not permitted.

If you have any questions or concerns regarding the pavilions please call 407-571-8740.

Sincerely
Altamonte Sports & Programs Staff



225 Newburyport Avenue
Altamonte Springs, Florida 32701-3697

Dear guests of the Pavilion at Westmonte Recreation Center,

The outdoor pool at Westmonte Recreation Center is available to both city and non-city residents. However, open swim hours for non-city residents are limited to weekends only where as open swim hours are available to residents daily. As a pavilion user, you and your guests regardless of residency are invited to use the pool on the day of your reservation. Daily admission fees are \$1.00 for children (17 & under) and \$2.00 for adults (18 & over).

If a guest of your party would like to use the outdoor pool on a regular basis, they must obtain a pool identification card. The first time you visit the pool, an identification card will be issued. This card will be kept on file at Westmonte Recreation Center. This will give Altamonte Sports & Programs a safe way to identify a person, contact a family member and to have access to a phone number in case of an emergency.

Our open swim hours for the 2010 season are as follows:

Weekends Only:
May 29 – June 13
August 14 – September 6
12:00pm – 5:30pm

Open Daily:
June 14 – August 13
12:00pm – 5:30pm

Holidays:
May 31, July 4 & September 6
10:00am - 5:30pm

I would like to personally thank you for helping us maintain a safe and fun environment for all of our pool guests. If I can ever be of any assistance to you regarding the outdoor pool please feel free to contact me.

Sincerely,


Ryan Thompson
Program Manager
Westmonte Recreation Center
(407) 571-8736

Ryant@altamonte.org
www.altamontesports.org

LEISURE SERVICES MULTI-USE FACILITY CONTRACT

Reservation # _____

RESERVATIONS ARE NOT GUARANTEED OR CONFIRMED UNTIL YOU RECEIVE A RESERVATION #.

EASTMONTE PARK _____

MERRILL PARK _____

WESTMONTE PARK _____

CHECK RESERVATION TYPE:

() Pavilion _____ Start Time: _____ End Time: _____
 () Ball Field _____ Start Time: _____ End Time: _____
 () Volleyball A * B * C _____ Start Time: _____ End Time: _____

DATE REQUESTED: _____ NUMBER OF PEOPLE: _____ TYPE OF ACTIVITY: _____

NAME OF ORGANIZATION: _____

NAME: _____ CONTACT # _____

ADDRESS: _____

Email _____

RENTAL COSTS TO BE COMPLETED BY LEISURE SERVICES PERSONNEL CASH /CREDIT/ CHECK # _____

<u>Reservation Type</u>	<u>Quantity</u>	<u>Amount</u>
A. Pavilion Reservation-4 hours \$25.00 + tax or 8 hours \$50.00 + tax	_____	\$ _____
B. Ballfield Rental before 5pm \$16.00 + tax per hour	_____	\$ _____
C. Ballfield Rental after 5pm \$23.00 + tax per hour	_____	\$ _____
D. Volleyball Courts \$7.50 + tax per hour	_____	\$ _____
		TOTAL \$ _____
TAX ID # _____		TAX \$ _____
*Personal checks will not be accepted within 30 days of reservation.		TOTAL FEES DUE \$ _____

CANCELLATION POLICY

Refunds will not be considered within 10 business days prior to a reservation. In case of inclement weather or unforeseen circumstances, an alternate date will be offered first, a credit may be given, or a refund can be requested in writing. The Park Ranger on duty will determine if a refund can be requested due to inclement weather.

I have read and I understand the cancellation policy. _____ Initials

INSURANCE AGREEMENT

IS OUTSIDE ENTERTAINMENT BEING BROUGHT INTO THE PARK? Yes _____ No _____

IF YES, PROPER INSURANCE IS REQUIRED - Attached: Yes _____ No _____

***** NAME/TYPE OF COMPANY ENTERING PARK:** _____

- 1) The applicant shall supply a "Certificate of Insurance" reflecting General Liability with a minimum coverage of \$1,000,000 along with automobile liability set at a minimum of \$1,000,000.
- 2) The City of Altamonte Springs shall be named as an additional insured, noted within the "Description of Operations" box.
- 3) The Certificate shall indicate that the applicant's insurance policy shall not be cancelable without thirty (30) days prior written notice to the City.
- 5) The undersigned must supply a "Certificate of Insurance" to the Department of Leisure Services no later than five (5) calendar days prior to the program/activity date.

HOLD HARMLESS

- 1) The program/activity will be terminated should it create or cause any violation of City of Altamonte Springs ordinances.
- 2) Litter resulting from the use of this facility is to be picked up and deposited in refuse containers before leaving the area or facility.
- 3) No alcoholic beverages or pets will be permitted on City property.
- 4) The applicant hereby agrees to indemnify and hold harmless the City of Altamonte Springs from any and all liability arising out of the applicant's use of the recreation facility.
- 5) The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred.

APPLICANT'S SIGNATURE

DATE

Initials: _____
Received Pool Users Policy Letter

PHONE 407-571-8740 * FAX # 407-571-8752