

Instructions for completing the Pool Party Request Form

This facility can be reserved by a resident of the Town of Bethlehem with a valid pool pass.

Please contact the Parks and Recreation Department at 518-439-4955 Ext. 2131 to determine availability on your preferred date(s) OR you may check availability using our online system:

<https://register1.vermontsystems.com/wbwsc/nybethlehem.wsc/splash.html>

The fee for use of this facility is \$135.

Complete the form, print, and remit with payment
(cash, check, MC, Visa, Discover) to:

Town of Bethlehem Parks and Recreation Dept.
261 Elm Avenue
Delmar, NY 12054
Fax (credit card only) 518-439-2144

Your reservation will then be approved and confirmation/receipt will be emailed or mailed within 5 business days.



TOWN OF BETHLEHEM
 Albany County – New York
PARKS & RECREATION DEPARTMENT
 ELM AVENUE PARK
 261 ELM AVENUE, DELMAR, NY 12054
 (518) 439-4955 Ext. 2131
 FAX (518) 439-2144
 E-mail: parks@townofbethlehem.org



POOL PARTY PERMIT
**** must have valid pool pass ****

Please Print Neatly!
 Fee - \$135.00
 Fee includes wristbands for 20 attendees (Additional guests are \$5 each)



Today's Date: _____

Date Requested: _____

Time Block: _____

(Monday-Sunday, any block of time between the hours of 12 Noon — 1/2 hr. before close. PLEASE NOTE: Closing hours CHANGE in early August.)

If you would like a shout-out and white board greeting, please provide the individual's name and age: Name: _____ Age: _____

Type of Party (Be Specific): _____

Name of Person Responsible: _____

Pool Pass ID: _____

Address: _____ **Zip:** _____

Phone: _____ **E-Mail Address:** _____

- ◆ The reservation contact listed on permit is legally responsible for any and all actions of the group while they are at Elm Avenue Park. This person will be held financially responsible for any and all damages to park property caused by a member of his/her group. This person is responsible for his/her group's adherence to all permit guidelines.
- ◆ The reservation contact hereby acknowledges that he/she has read, understands and agrees to comply with the guidelines outlined on this form.
- ◆ The reservation contact agrees to hold harmless and completely indemnify the Town of Bethlehem, its officers, agents and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

*Credit Card #: _____ Exp. Date: _____

Print Name of card holder: _____

****All credit card transactions include a 3.25% transaction fee**** →

ELM AVENUE PARK POOL PARTY INFORMATION & GUIDELINES

GENERAL INFORMATION: The party area may be reserved by residents of the Town of Bethlehem with a valid pool pass. The permit must accompany the person(s) responsible to the party. All patrons must follow all pool rules and regulations. The party area may be reserved according to the following schedule: **Monday-Sunday, any block of time between the hours of 12 Noon — 1/2 hr. before close** (*not available 7/4; PLEASE NOTE: Closing hours CHANGE in early August.*)

LOCATION: The party area includes the shelter with picnic tables and marked off grass area in Splash Islands.

WHAT IS INCLUDED?

- Use of wagon to transport party supplies from your car to party area. (*optional*)
- Shout-out from pool PA system.
- White board greeting.
- 20 wristbands that will be secured by pool attendant. (Additional guests are \$5/each.)

WRISTBANDS: All party attendees including host(s) and guardians will need a wristband even if they don't swim. If your party exceeds 20, each additional attendee is \$5.00 and payment will be due by end of party.

The following do not need a wristband:

- Valid season pass holders.
- Senior citizens with a pool pass.
- Resident children under age 5.

PROCEDURE: On day of party, present your party permit to the attendant in the season pass line. Each member of your party must also check in at the season pass line to receive their wristband for admission. Attendants will secure wristbands.

SEATING CAPACITY: The party area has 5 picnic tables.

RESTROOMS: Locker rooms and restrooms are available in the pool complex and are open to all party guests.

PARKING: All vehicles must park in the pool parking lots. Vehicles may not park on the grass or the roadway.

ACCESSIBILITY: The party area is wheelchair accessible. The Olympic size pool and L-shaped pool have stairs and a pool lift.

FOOD/BEVERAGES: You can bring your own food into your picnic area, and food can be delivered. All beverages must be served in non-glass containers. Glass bottles are not permitted. Alcoholic beverages/products are not permitted. There is a concession stand open daily (weather permitting) that you can go to during your party.

DECORATIONS: Do not use tacks, nails or staples on the tables. Decorations must be removed.

PETS: Pets are prohibited.

CLEANUP AND DAMAGES: Cleanup and damages are the responsibility of the group or individual holding the permit. The Parks and Recreation Department will remove all trash placed in trash receptacles. Please do not leave trash bags outside of the receptacles.

CANCELLATIONS: If you decide to cancel, the park office *must be notified at least 1 week prior* to your party in order to receive a refund. A processing fee of 10% will be applied. In case of thunder/lightning, the pool complex will be cleared, and your party will be asked to move to the Warming Area (if the pool re-opens during your scheduled party time, you may re-enter.) In case of rain (without thunder/lightning), the pool remains open.

Any violation of the above guidelines may result in immediate revocation of the permit and may jeopardize future usage. Any questions or cases not covered in the above guidelines will be decided by the Administrator of the Parks & Recreation Department.