



# Aquatics Center Party Package Request Form

Submit completed form to:

**Morgan Hill Aquatics Center:**  
16200 Condit Road  
Morgan Hill, CA 95037  
Phone: 408.310.4305 Fax: 408.782.2176  
E-Mail: [ac.parties@morganhill.ca.gov](mailto:ac.parties@morganhill.ca.gov)

**Request form must be submitted at least two (2) weeks prior to desired party date.  
We suggest that invitations not be sent out until reservation is confirmed by the Party Package Coordinator.**

## CUSTOMER INFORMATION

<b>Name:</b>	<b>Primary Phone:</b>
<b>Company/Group:</b>	<b>Alternate Phone:</b>
<b>Address:</b>	<b>E-Mail:</b>
<b>City, ZIP:</b>	<b>Fax:</b>
<b>Name and Age of Birthday Child(ren):</b>	<b>Number of Guests:</b>

## PARTY INFORMATION

Morgan Hill Aquatics Center	
<input type="checkbox"/> <b>All Day Picnic Area Pool Party</b>  Date: _____  Area: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<div style="text-align: center;"><b>2 Hour Party Room Pool Party</b></div> <input type="checkbox"/> Balloon Fish Room <input type="checkbox"/> Clown Fish Room  Date: _____  Time Slot: <input type="checkbox"/> 11:30a - 1:30p <input type="checkbox"/> 2:00p - 4:00p  <input type="checkbox"/> 4:30p - 6:30p (Friday – Sunday only)

<b>Picnic Area</b>	<b>Party Room</b>	<b>\$</b>
<input type="checkbox"/> 15 Guests (Resident \$225/Non-Resident \$255) OR <input type="checkbox"/> 15 Guests (Resident \$185/Non-Resident \$215)		
<b>Discount</b>		<b>\$</b>
<input type="checkbox"/> Weekday Discount (Monday – Thursday) \$30		-
Additional Guests # _____ x <input type="checkbox"/> \$7.00 (Resident) <input type="checkbox"/> \$11.00 (Non-Resident)		<b>\$</b>
<b>Total:</b>		<b>\$</b>

## PAYMENT INFORMATION

**Cash**     **Check** (payable to "City of Morgan Hill.")     **Credit Card** (accepted for Walk-in and Phone-In reservations)\*  
\*Please do not write credit card number on form.

**Please read, initial and sign the Party Package Agreement and Party Package Waiver of Liability on reverse side of this paper.**

<b>I HEREBY AUTHORIZE THE USE OF MY CREDIT CARD TO THE CITY OF MORGAN HILL FOR RESERVATION FEES AND ENTRANCE FEES.</b>	
<b>Signature:</b> _____	<b>Date:</b> _____

# Party Package Agreement

## Aquatics Center

DISCLAIMERS: (Please initial)

\_\_\_\_\_ The maximum capacity of each party room is 24 individuals, or 48 combined. There are no exceptions to this safety rule.

\_\_\_\_\_ No cancellations to preordered food will be accepted.

\_\_\_\_\_ Every guest must use the front entrance of the facility for check-in. Guests cannot enter through any other means.

\_\_\_\_\_ As Party Host or Hostess, I assume full responsibility for the actions and behaviors of attendees of my party, including any damage or misuse of the facility and/or equipment incurred during the span of my facility permit.

\_\_\_\_\_ I hereby authorize the City of Morgan Hill Community Services Department to use my/our photographs for the purpose of advertising events, facilities, programs and activities or other like purposes.

\_\_\_\_\_ Decorations may not be taped or stapled to the windows or walls of the Party Room.

\_\_\_\_\_ Balloons, tablecloths, centerpieces and other free-standing decorations are acceptable inside the rooms, but must be removed before vacating the room. Balloons must be disposed of before leaving the room and are not permitted outside.

\_\_\_\_\_ Hard coolers are not permitted out on the pool deck. (Soft coolers only)

\_\_\_\_\_ I have read and understand the rules and policies specific to the facility of my party package.

### **PARTY PACKAGE CANCELLATION POLICY**

***Cancellations requested 30 days or more before the event will receive a refund minus a \$50 processing fee. Cancellations requested less than 30 days before the event will receive a 50% refund. Cancellations requested less than 14 days before the event will not receive refunds.***

\_\_\_\_\_ ***(Please initial)*** I have read and understand the cancellation policy for the Party Package Program of the City of Morgan Hill.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Waiver of Liability

### **CITY OF MORGAN HILL AND YMCA OF SILICON VALLEY: RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA and City of Morgan Hill (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in recreation programs including classes where the participants supply their own equipment, or participation in any off-site program affiliated with the YMCA or City of Morgan Hill, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA or City of Morgan Hill for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgment that such premises and all facilities and equipment, including equipment supplied by the participant, thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA AND CITY OF MORGAN HILL FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE RECREATION PROGRAM AFFILIATED WITH THE YMCA OR CITY OF MORGAN HILL, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED, ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, AND DISCHARGES the YMCA, its directors, officers, employees, and agents, and City of Morgan Hill elected officials, officers, employees, agents and representatives (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment, including equipment supplied by the participant, therein or participating in any program affiliated with the YMCA or City of Morgan Hill.
2. THE UNDERSIGNED, ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY CONVENANTS NOT TO SUE either the YMCA, its directors, officers, employees, and agents, or City of Morgan Hill elected officials, officers, employees, agents and representatives (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment, including equipment supplied by the participant, therein or participating in any program affiliated with the YMCA or City of Morgan Hill.
3. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned or such children in, upon or about the YMCA or City of Morgan Hill premises or in any way observing or using any facilities or equipment, including equipment supplied by the participant, of the YMCA or City of Morgan Hill or participating in any program affiliated with the YMCA and City of Morgan Hill whether caused by the negligence of the releasees or otherwise.
4. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releasees or otherwise while in, about or upon the premises of the YMCA or City of Morgan Hill and/or while using the premises or any facilities or equipment, including equipment supplied by the participant, thereon or participating in any program affiliated with the YMCA or City of Morgan Hill.
5. THE UNDERSIGNED, ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY consents to and authorizes the use and reproduction of any and all photographs and video which have been taken of the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for the promotional purposes of the YMCA and City of Morgan Hill, or anyone authorized by the YMCA or City of Morgan Hill. The undersigned understands that no reimbursement will be given for allowing the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin's photo or video to be taken and the use of the photo or video.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made. **I HAVE READ THIS RELEASE.**

\_\_\_\_\_  
Printed Name of Party Host/Hostess

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## DOLPHIN COVE CAFÉ

### Party Food Order Form

Please provide this Food Order to the Party Attendant **two (2)** weeks in advance.  
 If your order is less than **two (2) weeks** prior to your party date, please contact both Caitlin Piccardo at [caitlinmpiccardo@icloud.com](mailto:caitlinmpiccardo@icloud.com), and Diana Kwasnicki at [diana.nextgeneration@gmail.com](mailto:diana.nextgeneration@gmail.com)  
 Manager: Doreen Kwasnicki at [dkwasnicki@sbcglobal.net](mailto:dkwasnicki@sbcglobal.net)

Host Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_  
 Birthday Child: \_\_\_\_\_ Reserved Area: \_\_\_\_\_ Meal Time: \_\_\_\_\_

Put the quantity of each item in the space next to the food item.



Tray of ten (10) small hot dogs w/ fixings \$35.00: \_\_\_\_\_  
 Tray of ten (10) Jumbo hot dogs w/ fixings \$60.00: \_\_\_\_\_  
 Tray of ten (10) 7oz Hamburgers w/ fixings \$75.00: \_\_\_\_\_  
 Chicken Wings – 30 wings (BBQ or Hot) \$30.00: \_\_\_\_\_  
 Tray of Chicken Nuggets-30 nuggets \$20.00: \_\_\_\_\_



**PIZZA PARTY -Please specify what amount and type when ordering**

Large 14" Pizza (cheese or pepperoni) \$18.00: \_\_\_\_\_  
 Large 14" Pizza (combo) \$24.00: \_\_\_\_\_  
 XL Pizza 20" (cheese or pepperoni) \$28.00: \_\_\_\_\_  
 XL Pizza 20" (combo) \$30.00: \_\_\_\_\_

Put the quantity of each item in the space next to the food item.



Sides:(serves 10-12) Per Item \$20.00  
 Tray of French Fries: \_\_\_\_\_  
 Watermelon Slices: \_\_\_\_\_



**Beverages:**  
 Bottles of Water \$1 each: \_\_\_\_\_  
 Pitchers of Soda \$6.00 p/ pitcher: \_\_\_\_\_  
 Soda choices: Coke, Diet Coke, Sprite, Lemonade, Rootbeer, Orange, Dr. Pepper (Circle Drink Choice)

**Tax and 15% gratuity will be added  
 Please order 72 hrs. in advance**

Food Order: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Quantity: \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

**Method of Payment:**


 Cash

Please print clearly.

CC#: \_\_\_\_\_ CVV Code \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name as appears on card: \_\_\_\_\_ Billing ZIP Code: \_\_\_\_\_

**I HEREBY AUTHORIZE THE USE OF MY CREDIT CARD TO FOR MY FOOD AND BEVERAGE ORDER.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Aquatics Center Party Guest List

Please provide this Guest List (names only) to the Party Attendant **two (2)** weeks prior to your party date.

**Host Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Birthday Child:** \_\_\_\_\_ **Reserved area:** \_\_\_\_\_

Guest Names (first and last)  
(Do not list CRC Members)

<input type="checkbox"/> 1. _____	<input type="checkbox"/> 8. _____
<input type="checkbox"/> 2. _____	<input type="checkbox"/> 9. _____
<input type="checkbox"/> 3. _____	<input type="checkbox"/> 10. _____
<input type="checkbox"/> 4. _____	<input type="checkbox"/> 11. _____
<input type="checkbox"/> 5. _____	<input type="checkbox"/> 12. _____
<input type="checkbox"/> 6. _____	<input type="checkbox"/> 13. _____
<input type="checkbox"/> 7. _____	<input type="checkbox"/> 14. _____
<input type="checkbox"/> 8. _____	<input type="checkbox"/> 15. _____
<input type="checkbox"/> 9. _____	<input type="checkbox"/> 16. _____
<input type="checkbox"/> 10. _____	<input type="checkbox"/> 17. _____
<input type="checkbox"/> 11. _____	<input type="checkbox"/> 18. _____
<input type="checkbox"/> 12. _____	<input type="checkbox"/> 19. _____
<input type="checkbox"/> 13. _____	<input type="checkbox"/> 20. _____
<input type="checkbox"/> 14. _____	<input type="checkbox"/> 21. _____
<input type="checkbox"/> 15. _____	<input type="checkbox"/> 22. _____
<b>Additional Guests</b>	
<input type="checkbox"/> 1. _____	<input type="checkbox"/> 23. _____
<input type="checkbox"/> 2. _____	<input type="checkbox"/> 24. _____
<input type="checkbox"/> 3. _____	<input type="checkbox"/> 25. _____
<input type="checkbox"/> 4. _____	<input type="checkbox"/> 26. _____
<input type="checkbox"/> 5. _____	<input type="checkbox"/> 27. _____
<input type="checkbox"/> 6. _____	<input type="checkbox"/> 28. _____
<input type="checkbox"/> 7. _____	

Additional Guests # \_\_\_\_\_ x  
 \$7.00 (Resident)     \$11.00 (Non-Resident)  
**Total:** \_\_\_\_\_

### PAYMENT INFORMATION

**Cash**   
  **Check** (payable to "City of Morgan Hill.")   
  **Credit Card** (must be provided at the end of the party)\*  
\*Please do not write credit card number on form.

**I HEREBY AUTHORIZE THE USE OF MY CREDIT CARD TO THE MORGAN HILL AQUATICS CENTER FOR ALL ADDITIONAL GUESTS.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial one of the statements below:**

\_\_\_\_ I agree to pay for all additional guests up to the agreed amount according to my contract.

Maximum number for additional guest: \_\_\_\_\_

\_\_\_\_ All additional guests are required to pay for admission.

**Signature x** \_\_\_\_\_ **Date:** \_\_\_\_\_



## AQUATICS CENTER POOL PARTY FAQs

### ***What is included in the party package?***

We offer two packages:

**Package (1)** Picnic Table Rental: Includes four tables all day from 11:30am-5pm Pre & Post summer season hours or 11:30am- 6:30pm regular summer season hours. (Seats comfortably 24 guests; there is no limit to the amount of guest you can invite for this rental).

**Package (2)** Two Hour Room Rental (Ideal for parties with 24 guests or less): Includes four tables with seating for up to 24 guests. The room time slots you may choose from are: 11:00am-1:30pm, 2:00pm-4:00pm & 4:30-6:30pm Regular Season. The last time slot is not available during post season.

\*Both packages include 15 guest entrances into the facility (adults & children) - swimmer & non-swimmers. Each additional guest after the 15 will be \$7 or \$11 depending on residency of Morgan Hill. Birthday child is free.\*

### ***How do I reserve the space?***

Please fill out the first two pages of our Party Package Reservation Forms and send them via fax or e-mail or bring them in to get to the reservation process started (Party Package Request Form & Waiver of Liability).

### ***Is there a deposit?***

To reserve the spot you'll pay for the rental upfront in full. Any additional guests and the food order will be taken care of at the end of the party when you check out with the Party Coordinator and Dolphin Cove.

### ***When do I send in my guest list and food order?***

Please send your guest list and food order to [ac.parties@morganhill.ca.gov](mailto:ac.parties@morganhill.ca.gov) at least 2 weeks before your reservation. Your Party Coordinator can make changes to your food order any time prior to the 2 week deadline. If you're calling within the 2 weeks leading up to your reservation you must contact concessions directly to make any changes.

### ***Who is considered a "guest" needing a pool pass?***

Anyone entering into the facility will be accounted for even if they are not swimming. The only guests who get in for free would be the birthday child, anyone under the age of two years old, and Aquatics Center/Centennial Recreation Center members (please omit these from your guest list).

### ***How does the Guest List work?***

Fill out your guest list with all the names of everyone you think will be attending. When your guests arrive, the welcome desk will highlight their names on the list. At the end of the day you'll check out with the party coordinator and review the list. We will count the first 15 that were highlighted and you'll be charged for all the additional. In order to avoid being charged for unexpected guest, such as family members of invited guest, please provide the Aquatics Center staff with a guest list of those individuals you would like to include in your final tally. Any guest not found on the list will be required to pay for admission upon arrival at the Aquatics Center.

### ***Can I arrive early to set up?***

No, there are no lifeguards on deck to supervise until exactly 11:30am when we open the park.

### ***How early should I get there?***

10 to 15 minutes should be fine. We will get you and your guests checked in using the guest list you've provided. Our Party Coordinator will meet with you briefly to go over a few things and introduce you to one of our concessions staff members who will be in charge of bringing out the food for your party.

### ***What types of decorations are allowed?***

Table covers & free standing tabletop decorations ONLY. We do not allow balloons, streamers, or banners in the picnic table areas. Balloons are permitted in the party rooms but must be held in the office before/after your rental time.

***What food and/or drinks are allowed?***

We do allow outside food and drinks in the facility. However, **we do not allow any alcoholic beverages or glass containers in the facility.** We also do not allow hard or Styrofoam coolers in the facility. If you would like to have a hard cooler for your party it must stay in the office. Soft coolers are allowed.

***Can we bring in party favors (goodie bags) for our guest?***

Yes! You may store them in the office and hand them out to your guests as they leave.

***Are plates and utensils provided?***

Any food purchased through concessions will come with all the plates, cups, and utensils you may need. You must bring your own for the dessert. \*\*\*Remember to bring matches/lighter for candles, plates, napkins, cups and a cake server to cut the cake!\*

***\*Things to remind your guests!\****

\*All swimmers must wear appropriate swim attire in our pools. No cotton materials are permitted in the water (Jeans, cotton t-shirts etc.). Water-shoes, rash-guards, goggles, & swim caps are all acceptable.

\*It is our policy that anyone under the age of 4 must be wearing all three of these layers when they are in the water (Even if they are potty-trained): A disposable swim diaper, a disposable or reusable diaper cover, and a swimsuit on top. We sell diapers and covers here.

\*When your guests arrive make sure they do not pay at the window. All guests will walk through the door on the left that is designated for groups/parties and check in at the front counter under the host or birthday child's name. Bags will be checked and then they will be directed to the party area.

For more information or to book a party  
please contact us at  
P (408) 310-4305 or Fax (408) 782-2176  
[ac.parties@morganhill.ca.gov](mailto:ac.parties@morganhill.ca.gov)  
16200 Condit Road ■ Morgan Hill, CA 95037



**Let's Party!**

