

Hutchins Street Square – Pool Party Rental Application

Client Use:

Today's Date: _____

Contract Name (Client Name): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Event Name/Event Type: _____

****Date of Event:** 1st Choice: _____ 2nd Choice: _____

Please note: pool parties are allowed on Saturdays or Sundays only. Please see below for times.

****Reservations are on a first pay, first served basis. Your reservation date is not confirmed until request is approved, the deposit is paid, and a contract is signed**

Estimated Head Count (50 max. allowed in Holz 25 of which can swim): _____

Please choose a time for your party:

Saturday Options:

- ☐ 12pm – 3pm with swimming 12pm – 2pm
- ☐ 12pm – 3pm with swimming 1pm – 3pm
- ☐ 1pm – 4pm with swimming 1pm – 3pm
- ☐ 1pm – 4pm with swimming 2pm – 4pm

Sunday Options:

- ☐ 12pm – 3pm with swimming 12pm – 2pm
- ☐ 12pm – 3pm with swimming 1pm – 3pm
- ☐ 1pm – 4pm with swimming 1pm – 3pm
- ☐ 1pm – 4pm with swimming 2pm – 4pm

Client is allowed to arrive 30 minutes prior to reservation to decorate Holz Room. Client and guests need to be cleaned up and out of the pool area and Holz Room by the reservation end time.

PLEASE SEE BACK OF DOCUMENT.

Party Pricing:

Deposit: \$450.00 (refundable)

Application: \$ 25.00

Rental Fee: \$242.00

Insurance: ~\$170.00 (purchased through 3rd party – instructions will be provided upon booking)

Total: **\$887.00**

Deposit and application fee due at booking. Remaining balance due within 5 business days of booking.

HSS Staff: Date and Time Submitted: _____ Staff Initials: _____

Staff Notes: _____

Hutchins Street Square Rental Application

Reserving a Hall at Hutchins Street Square:

To reserve a hall at HSS please fill out the attached rental application and return it to HSS staff during business hours (M-F 8a-5p). Rental Applications are accepted starting at 9:00am on the 1st business day of the month one year in advance – based on availability. The Rental Consultant will contact the applicant once the application is approved to set-up a booking appointment. Reservations are confirmed once the applicant signs the contract, pays the deposit, and a permit is created. **DO NOT SUBMIT A DEPOSIT WITH THE APPLICATION.**

Pool Party bookings are not allowed less than 14 days before event.

The following applies to every Aquatic Facility Rental Site

- No rentals past 6:00pm at any Aquatic Facility.
- No child under the age of 10 shall be left unattended within the aquatic facility. Children under the age of 6 must be accompanied by an adult at all times. An adult must be present at all times.
- Policies, procedures, and direction given by Lifeguards and other City of Lodi staff must be adhered to at all times.
- No food or beverage is allowed in the pool area, only in Holz Room.
- Decorations are limited to table centerpieces or free-standing items only. No items such as tape, lights, nails, tacks, pins or staples may be mounted or posted on any wall, gate, ceiling, roof, or type of structure for personal use.
- No Helium Balloons
- No alcohol, glass containers of any kind, amplification equipment, large floatation devices including but not limited to tubes or water wings, dogs or other animals which do not provide a service, barbeques or other cooking equipment, vehicles or motorized vehicles, or weapons of any size.
- Please review contract at booking

Cleaning/Security Deposit:

The deposit is additional to the rental fee. It is held in case there is any damage /cleaning issues during the event or if the event lasts longer than contracted. Returned deposits (if applicable) are mailed to you within 4-6 weeks following your event or after a written cancellation notice has been received by the rental consultant.

The renter is responsible for all costs that exceed the deposit amount.

Cancellations:

Cancellations must be received in writing and acknowledged by the Rental Consultant OR Aquatics Coordinator.

- **Application Fee:** non-refundable for any reason
- **31+ Days Before the Event:** 50% of the deposit is refunded
- **30-15 Days or Less Before the Event:** Deposit is non-refundable
- **14 Days or Less Before the Event:** 100% rental fees and the deposit is non-refundable



Hutchins Street Square
125 S. Hutchins Street, Lodi, CA 95240
General Information: (209) 333 – 6782
hss@lodi.gov

08/01/2024