

# PAVILION #7 RENTAL CONTRACT

Sponsor's Name \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZipCode \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date of Rental \_\_\_\_\_ Time of Rental \_\_\_\_\_ - \_\_\_\_\_ Purpose of Rental \_\_\_\_\_

**AVAILABILITY:** Reservations for the pavilion may be made up to one year in advance of desired date. Inquiries for availability of date may be made by calling Aquatics at **757-788-3301 / 4181**. The pavilion is available for rent year 'round, 11 a.m. – 7 p.m. Between Memorial Day and Labor Day weekends, entrance fees will be charged based on the number of attendees at your function. Entrance fees give all guests access to the pool and beach areas without restriction. These reduced rates take into account that not all guests will swim. **Outside normal pool business hours the locker rooms are off limits: portable bathrooms will be used.**

**COST: \$90 per day** (11 a.m. – 7 p.m.) **plus pool entrance fees** or **\$20 per hour plus pool entrance fees.**  
**Entrance Fees are: 1-25 guests; \$3.50 per person; 26-50 guests; \$3.00 per person; 51-100 guests; \$2.50 per person; 101 – 200 guests; \$2.00 per person.** Any rental with more than 200 guests needs to schedule through the Aquatics Director directly to ensure there is enough space for your event.

A 20% **non-refundable** deposit is due at time of reservation. The balance is due fourteen (14) days prior to the event. Failure to pay balances in a timely manner may result in the cancellation of the reservation.

**Cleaning Fee:** A \$100 cleaning deposit (credit card # or separate check) must be left with your application at the time of reservation. **The renter is responsible for removing all trash to the dumpster located in the parking lot or behind the seawall gate behind the pavilion at the end of the function.** Failure to clean and remove trash will result in the forfeit of the cleaning deposit. \_\_\_\_\_ (Customer Initials)

## REGULATIONS/CONDITIONS:

- For an all day rental set up ONLY can begin at 10 a.m. However, guests will not be allowed into the facility until 11 a.m. Clean-up must be complete by 7 p.m.
- For hourly rentals all activities (decorating, set-up and clean up) must be accomplished within the reserved time frame.
- Parking is limited to unreserved parking areas.
- **No glass of any kind is permitted in or around the facility.**
- The sale of tickets to your event is prohibited and will result in the cancellation of the reservation.

**CANCELLATIONS/REFUNDS:** Cancellations will be accepted up to seventy two (72) hours prior to the start of the reservation. Refunds will not be given after the event has started and inclement weather arises. All deposits are **non-refundable**. All refunds are issued through NAF Financial Services directly to the customer.

**GENERAL:** The pavilion is located behind the Bay Breeze Pool and Beach at 490 Fenwick Road, Fort Monroe. **If military requirements conflict with your scheduled event, even after approval, your scheduled date may have to be withdrawn or rescheduled.**

**Fees Due:** Pavilion rental fee ..... \_\_\_\_\_  
Estimated number of guests \_\_\_\_\_ (x) price per guest ..... \_\_\_\_\_  
Total Amount Due ..... \_\_\_\_\_  
Non-refundable deposit to hold reservation (20% of total amount due) ..... \_\_\_\_\_  
Balance Due (no later than \_\_\_\_\_) ..... \_\_\_\_\_

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

Staff Name (print) \_\_\_\_\_

Cleaning Deposit Attached \_\_\_\_\_  
Initials