

Facilities Rental Agreement- Safari Island- 2016

Office Use Only
Rental #



Safari Island Community Center
1600 Community Drive
Waconia, MN 55387
Phone: 952-442-0695
Fax: 952-442-0692
www.safariislandcommunitycenter.com

ALL RENTALS ARE SUBJECT TO FACILITY AVAILABILITY ~
City of Waconia Meetings and Functions will receive priority
If your organization is exempt from sales tax, please provide a signed ST3 form with your rental application.

Today's Date:
Name or Contact: Company or Group:
Address:
City: State: Zip:
Phone: Email:

Govt/Civic Group
 Tax Exempt? #:

	Location	Event Name	Reservation Date	Arrival Time	Departure Time	Fee	Amount Due
Safari Island	Leopard Lodge Den 1					\$25 Hr	
	Leopard Lodge Den 3					\$25 Hr	
	Leopard Lodge Den 1 & 2 combo					\$40 Hr	
	Batting Cages					\$40 Hr	
	Gym- 1 Court					\$35 Hr	
	Lap Lane					\$27.50 Hr	
	Gym- 4 Court					\$50 Hr	
	Boy Scout Testing					\$6.50/Person	
Packages	Birthday Party- member					\$160	
	Birthday Party- non-member					\$200	
	Additional Birthday Child					\$6/Person	
	Additional Birthday Cake					\$25	

Sub-total	
***Tax (.06875%)	
Amount Due	

Schedule of Facility Use

Time in Pools: Time in Gyms: Time in Lion's Den:

Pool Use Ratio: Children 6 and under must have 1 adult per 3 children in the pool within arms reach at all times.

Swim Test: Children will be required to perform a swim test if using the pools.

Birthday Parties

Package Own

Child's Name: Child's Age:

of Children Attending:
of Adults Attending:

Will you be purchasing a punch card?
 Yes No

(Check one)
 10 visits for \$62.50
 30 visits for \$150

Purchase Date:

Set Up:

Invitations: (Package Only)

Mailed Picked Up
of Invitations Needed:

Ice cream cake preference, please check one: (Package Only)

Regular Chocolate Free # of cakes:

Note:

If more than 10 children or 5 adults attending, each must pay \$6.00

*** Please note if not completing form on-line, you will need to calculate the tax to include in Amount Due.

Reservations are not confirmed until you are contacted by Safari Island staff. If you have not heard back from staff after one week after submission, please contact Safari Island.

Safari Island Community Center
Booking Procedures & Policies (GYMS)

PLEASE READ CAREFULLY



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BOOKING PROCEDURE

- Complete Facilities Rental Agreement form and make your payment in full:
- Mail in a check payment to: 1600 Community Drive, Waconia, MN 55387. Please make sure your requested rental time is available first.
- Email or fax your credit card info to ajohnson@waconia.org or (Fax) 952-442-0692. Please make sure your requested rental time is available first.
- Complete your application and make a payment at the Safari Island Front Desk.
- Reservations may be taken over the phone with the Facility Coordinator with a credit card payment.
- All reservations should be made at least 1 week in advance.
- Rentals must be booked Monday-Friday 8-4:30.** Rental forms turned in on evenings or weekends will be processed within the next 2-3 business days. The Facility Coordinator will contact you to confirm your rental and collect a payment.

BOOKING POLICY

- No courts will be held or booked until a payment is made in full and we have a signed rental contract.
- Rentals will be booked in the order that they are received and paid.
- You will be charged for your bookings regardless of your usage.

COURT RENTAL CANCELLATION POLICY

- Prior to 48 hours of the rental: Full Refund
- Less than 48 hours: No Refund
- CHANGE FEE:** If you decide to change the date of your rental there will be a **\$5.00 administrative fee** you will need to pay and you will also need to provide your request to the Facility Coordinator in writing.

ORGANIZATION CANCELLATION POLICY

- Prior to 48 hours of the room rental: Full Refund
- Less than 48 hours: No Refund
- CHANGE FEE:** If you decide to change the date of your rental there will be a **\$10.00 administrative fee** you will need to pay and you will also need to provide your request to the Facility Coordinator in writing.
- LATE FEES:** Your credit card that we have on file will be charged **\$25.00 per week** until your full payment has been received. You will have **45 days** after your contract has been signed and turned in to pay your balance before we would charge you a late fee. We will need to keep a credit card on file to charge your late fees.
- IN THE EVENT OF AN EMERGENCY, SAFARI ISLAND/RINK MANAGEMENT RESERVES THE RIGHT TO CANCEL RENTALS. RESERVATION FEES WILL BE RETURNED ACCORDINGLY.**
- We need a 90 day notice if you request to rent all 4 courts. Please contact Amanda Johnson for pricing.**

SAFARI ISLAND/RINK MANAGEMENT HAS THE RIGHT TO REFUSE ANY RENTAL, ACTIVITY, SET UPS, FOOD, BEVERAGE CHOICES, ETC.

I have read and understand the [policies](#) regarding the use of Safari Island/Rink Management and agree to comply therewith. I also understand Safari Island/Rink Management hereby waives all liability for loss, damage, injury, or illness incurred by users of the facility under this agreement. I further assure Safari Island/Rink Management that reimbursement will be made at the user's expense for any damage, breakage, or additional cleaning as a result of the usage described above.

Signature: Date:

Office Use- Confirmation

Payment:

Call Date: Call Time: Check Cash Credit Card

Voicemail Left Talked to Individual

Check #: Type:

Staff Initials: