CITY OF CORAL GABLES
PARKS AND RECREATION DEPARTMENT
Venetian Pool
2701 De Soto Blvd.
Coral Gables, Fl 33134
Fax: 305-774-7031

FIELD TRIP & GROUP RESERVATION POLICY

POLICY:

Group reservations are available Monday through Friday (Memorial Day through Labor Day) and Tuesday through Friday (Labor Day through Memorial Day), excluding holidays.

Group reservations accommodate a maximum of 400 patrons.
Field Trip Times: 11:00am-3:00pm. (Groups may begin arriving at 10:30am for early check in.)

PROCEDURE:

1. Call the Venetian Pool admissions office (305-460-5306) and check the availability for your selected date and time.
2. Read entire policy before reserving your field trip and fill out one reservation request form for each date.
3. Send reservation form to Venetian Pool via fax (305-774-7031) or email to cvester@coralgables.com.
4. If dates are available, a confirmation and invoice will be sent back to you.
5. Upon receipt of invoice, a payment in full is due to reserve that date for your group. If reserving by fax or email a credit card authorization form must accompany the reservation form.
6. If payment has not been received within 30 days of reservation date, the reservation will be cancelled and date will be made available to other groups.
7. Once payment in full has been received a confirmation and wristbands will be mailed back to you, in the amount of campers and counselors.
8. If there are changes in your attendance numbers the Venetian Pool must be notified no later than 48 hours prior to your trip.
9. Without prior notice the last attendance number given will be expected upon arrival. Adjustments of 10% or fewer campers are acceptable without penalty.
10. On the day of your trip all members of your party are required to have their wristbands on prior to arrival.
11. Confirmation of payment must also be presented for admission into the facility.
12. Buses are to drop campers off at the Manager's gate located on Sevilla Avenue behind the pool. Buses are then to park at Salvador Park located on 1120 Andalusia Avenue.

Revised on 8/28/2012CV

RESERVATIONS

Reservations are on a first come, first served basis with 100% of the admission fee due at time of booking along with a completed reservation form. Field trips will not be booked without full payment.

Acceptable forms of payment are cash, check, Master card or Visa. Purchase orders may be used in lieu of the above mentioned payment; however, a purchase order must accompany reservation form in order for reservation to be accepted. Full payment is then expected on date of arrival. Without payment, group will not be permitted to enter the facility.

Final attendance numbers must be given no later than 48 hours prior to your reservation. Please be as accurate as possible with your attendance numbers when booking your trip. Additions may not be possible if facility is booked to capacity.

Without prior notification the last attendance number given will be expected upon arrival. Adjustments of 10% or fewer campers are acceptable without penalty. All refunds will be processed through our finance department and returned in the mail by check; a $15 processing fee will apply.

Contact name on the application must be the person who is going to be in attendance with the group the day of the reservation. NO exceptions.

CANCELLATIONS

Cancellations must be made in writing 2 weeks prior to reservation date to receive a full refund; a $15 processing fee will apply.

Date changes must also be made in writing 2 weeks prior to the reservation date.

If a group does not show for the selected date and time without prior arrangements they will be charged the amount paid with no refund possibility.

If severe weather comprises your field trip within the first 30 minutes of your arrival you will have the option to reschedule your reservation. If there are no dates available within the time period selected, a refund will be granted through the City of Coral Gables finance department; a $15 processing fee will apply.

RENTAL FEES:

Groups of 10 or more with tax exemption certificate (must be attached): $6.10 per person
Groups of 10 or more without tax exemption certificate: $6.50 per person
All groups will receive one (1) free counselor admission for every 10 campers.
Additional chaperone fees are the same as camper fees.

GROUP CHECK IN

Please arrive by the gate marked MANAGERS ENTRANCE on **Sevilla Avenue**. Groups are not permitted entrance through the front gate. At this point your group will be given an orientation and a head count will be performed. Everyone with your group, including chaperones, will be inspected for their assigned wrist bands, which are to be fastened around everyone's wrist prior to arrival. All buses must park at Salvador Park located on 1120 Andalusia Avenue. Parking in the Almeria or Granada parking lots will not be permitted.

VENETIAN POOL RULES

The ratio of 1 adult (18 years or older) per 10 children (ages 5 and older) and 1 adult (18 years or older) per 5 children (ages 3 and 4) will be strictly enforced.

No children under the age of 3 will be permitted into the facility. Children must be taller than 38 inches or provide proof of age (acceptable proof of age is a birth certificate or passport).

Children and group leaders are ***REQUIRED*** to wear proper swim attire and physically be ***IN*** the water interacting with their group ***AT ALL TIMES***. Pants, blue jeans, cut offs and underwear garments are not permitted.

Lifejackets are provided free of charge by the Venetian Pool and are strongly recommended. Lifeguards have the discretion to make someone wear a lifejacket at any time.

Use of whistles by your camp counselors is ***PROHIBITED***.

If any member of your group experiences sudden illness or injury please notify a member of the aquatics staff or supervisor immediately.

No coolers will be permitted within the facility. Glass or alcohol of any kind is also prohibited.

In the event of severe weather or lightening, exit the water immediately. Seek shelter within the pool complex or in your buses. Staff will assist you in exiting safely.

Remember, there is no RUNNING, DIVING, ROUGH PLAY, SAND THROWING or PUSHING ALLOWED. Please do not bring any toys or games that would disturb other visitors.

ANY GROUP OR MEMBER OF A GROUP NOT FOLLOWING RULES OR PREVENTING THE AQUATIC SAFTEY TEAM FROM PERFORMING THEIR DUTIES MAY BE ASKED TO LEAVE.

Wristband Color: _____

RESERVATION REQUEST FORM
Venetian Pool
2701 De Soto Blvd.
Coral Gables, Fl 33134
Fax: 305-774-7031

Please be sure to provide all information requested, sign where necessary and return this form via fax or postal mail. Without completed information, reservation requests will not be completed. Please use one reservation request form per date. THANK YOU!

Name of Camp/School: _____

Address: _____ City:_____Zip:_____

Phone Number: _____ Number in Group: _____

Contact Person's Name & Title: _____
(This must be the person who is going to be present the day of the reservation)

Cell Number: _____ Fax Number: _____

E-Mail Address: _____@_____

DATE REQUESTED

DATE OF TRIP	# OF CHILDREN	AGES	ARRIVAL TIME (early check in 10:30am)	DEPARTURE TIME(no later than 3:00pm)

By signing below, all staff has received, read and understood the policies as they are presented and have agreed to all rules set by this notice as well as all policies and procedures set by Venetian Pool and the City of Coral Gables Parks and Recreation Department.

PRINT NAME & TITLE _____

SIGNATURE _____ DATE _____

Don't forget to bring this confirmed form with you on the day of your visit.

OFFICE USE ONLY

Date Booked On:_____ Total Due:_____ Clerk Initials:_____

Payment Received On:_____ Amount:_____ Clerk Initials:____

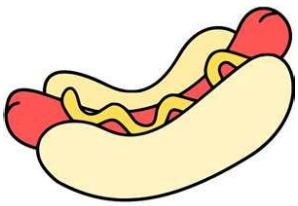
Tax Exempt: Yes NO Ordering Lunches: Yes NO

Final Numbers: Campers:_____ Counselors:_____ Clerk Initials:_____

	Date:	Initials:
Dates on Calendar:		
Invoice Sent:		
Payment Received:		
Credit on Account:		
Wristbands Sent:		

Revised on 8/28/2012CV

Venetian Pool
Camp Combo Lunches



Take the stress off yourself and let the Venetian Pool serve your group's lunch at a discounted combo rate.

- All lunches must be ordered and paid for in full at least <u>two weeks</u> prior to the group's arrival date.
- Vouchers will be distributed on the date of arrival so your campers can collect their individual lunches at their leisure in the Pool's Concession Stand.
- Please keep in mind that your area must be cleaned up before you exit the facility. If your area is not left in a satisfactory condition you may be denied entry into the pool at a later date.
- No refunds will be given once your order is placed.

Combo Lunch Options - $6.00each

Your campers have a choice of the following three options:

- **Option 1:** Small drink and a 2pc chicken with curly fries
- **Option 2:** Small drink and a slice of cheese pizza with fries
- **Option 3:** Small drink and a hot dog with curly fries

Organization Name:_____

Field Trip Date:_____ Arrival time:_____

Please indicate the number of vouchers you wish to purchase:

Number of Combo Vouchers: _____ Total Due:$_____

Please contact our office at 305-460-5306 if your numbers have changed 48 hours prior to your arrival.

Please fax form at least two weeks in advance to 305-774-7031
Attn: Carolina or email to cvester@coralgables.com

Revised on 8/28/2012CV