

# Facilities Rental Agreement- Safari Island

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:   Govt/Civic Group

Phone:  Email:   Tax Exempt? #:

	Location	Event Name	Reservation Date	Arrival Time	Departure Time	Fee	Amount Due
Safari Island	Room 1*					\$40Hr	
	Rooms 1 & 2*					\$50 Hr	
	Batting Cage					\$60 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					\$180	
	Birthday Party- non-member					\$220	
	Additional Birthday Child					\$6/Person	
	Additional Birthday Cake					\$25	

<b>Sub-total</b>	
<b>***Tax (.06875%)</b>	
<b>Amount Due</b>	

**\*Now with party disco lights for dancing in Rooms 1 and 2!**

## Schedule of Facility Use

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

Pool Use Ratio: Children 6 years old and under must be supervised by someone 16+years in the water and within close proximity at all times. This includes children wearing life jackets.

### Note:

**If more than 12 people attending, each additional will be \$6.00**

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

## Birthday Parties

Package  Own

Child's Name:  Child's Age:

Male  Female

# of Children Attending:

# of Adults Attending:

### Will you be purchasing a punch card?

Yes  No

(Check one)

10 visits for \$75.00

25 visits for \$150

Purchase Date:

## Package Only

### Invitations:

# of Invitations needed:

Mailed  Picked Up

### Party Favor Bags:

# of girls 7 & older

# of boys 7 & older

# of girls 6 & under

# of boys 6 & under

### Cakes:

# of cakes:

**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.**

Set Up:

Safari Island Community Center  
Booking Procedures & Policies  
(Room Rentals, Pool Rentals, Birthday Party Packages, & Gym Rentals)



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**\*PLEASE READ CAREFULLY\***

**Effective January 1, 2017:**

**Individuals and groups are not allowed to rent our space to make a profit.  
(e.g. charging participants or groups a fee). Individuals are not allowed to  
rent our space and instruct a class to an individual or group.**

**BOOKING PROCEDURE**

- \* No one under the age of 18 is allowed to rent our rooms.
- \* 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 [amendoza@waconia.org](mailto:amendoza@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 rooms will be held or booked until a payment is made in full and we have a signed rental contract.
- \* The rentals will be booked in the order that they are received and paid.
- \* You will be charged for your bookings regardless of your usage.

**BIRTHDAY PARTY CANCELLATION POLICY**

- \* Prior to 7 days of the party: 50% Refund
- \* 7 days or less: No Refund
- \* **CHANGE FEE:** If you decide to change the date or type of your party, there will be a **\$20.00 fee** that you will need to pay and you will need to provide your request to the Facility Coordinator in writing.

**FACILITY AND POOL 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 facility or pool rental there will be a **\$20.00 administrative fee** you will need to pay and you will also need to provide your request to the Facility Coordinator in writing.

**GYM RENTAL CANCELLATION POLICY**

- \* Prior to 7 days: Full Refund
- \* Less than 7 days: 50% Refund
- \* **CHANGE FEE:** If you decide to change the date of your gym rental there will be a **\$20.00 administrative fee** you will need to pay and you will also need to provide your request to the Facility Coordinator in writing.

**IN THE EVENT OF AN EMERGENCY, SAFARI ISLAND/RINK MANAGEMENT RESERVES THE RIGHT TO CANCEL RENTALS. RENTAL FEES WILL BE RETURNED ACCORDINGLY.**

**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**

Call Date:  Call Time:   
 Voicemail Left  Talked to Individual Staff Initials:

**Payment:**

Check Check #:   Cash  
 Credit Card Type: