



CITY OF REVELSTOKE
 PARKS, RECREATION & CULTURE
 AQUATIC BOOKINGS

Step 1: Booking Request Information

Date: _____

Your Name: _____ Booking for: _____

Phone Number: _____ Email: _____

School Booking School Lessons Private Lesson Private Pool Booking

Current Swim Level Ability: _____ #Lanes _____ Room Required?: _____

Requested Dates & Times:

People Attending: _____
 # Kids (under 7): _____
 # Kids (7+): _____
 # Adults: _____

Under 7 Rule:

By checking this box, I agree and understand any child under 7 MUST be within arms reach at ALL Times.

Special Requests or Equipment Needed: _____

FOR OFFICE USE ONLY

Step 2: Aquatic Staff

Conflict with programing: YES NO

Confirmed Dates/Times: _____

Lane Ropes: _____

Additional Lifeguard: _____

Private Lesson Instructor: _____

Added to Monthly Booking Calendar: _____

Billing Information:

In Kind Group Rate Regular Rate

Other: _____

Lifeguard charges: _____ hrs. x _____ /hr.

Other charges: _____

Aquatic Staff Approval _____

Date: _____

Step 3: Front End Staff

Billing Information:

Invoiced (*schools/organizations for larger bookings*)
 Paid (*Payment due upon confirmation for private lessons*)

***All cheques made payable to the City of Revelstoke**

Date put into ACTIVE net: _____

ACTIVE net Permit: _____

Sent customer confirmation receipt/permit.

*Send janitors booking info. if applicable

Staff Initial: _____

Date: _____