



CITY OF REVELSTOKE  
PARKS, RECREATION & CULTURE  
AQUATIC BOOKINGS

**Step 1: Booking Request Information**

Date: \_\_\_\_\_

Staff: \_\_\_\_\_

Name: \_\_\_\_\_ Booking for: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

School Booking  School Lessons  Private Lesson  Private Pool Booking  Open Swim

Current Swim Level Ability: \_\_\_\_\_

Requested Dates & Times:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#People Attending: \_\_\_\_\_

Kids (under 7) \_\_\_\_\_

Kids (7+) \_\_\_\_\_

Adults \_\_\_\_\_

Advised of Under 7 Rule:  YES  NO

Lanes: \_\_\_\_\_ Quoted: \_\_\_\_\_ Room Booking (over 50): \_\_\_\_\_

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 \$37/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: \_\_\_\_\_