



7500 Ben Lomond Park Dr, Manassas, VA 20109  
 email: [Splashdown@pwcgov.org](mailto:Splashdown@pwcgov.org)  
[www.splashdownwaterpark.com](http://www.splashdownwaterpark.com)  
**(703) 792-8204**

# Group Reservation Form

Group Name \_\_\_\_\_ Group Size \_\_\_\_\_ Date of Visit \_\_\_\_\_

Group Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

We will call this number in the AM if SplashDown closes.

Full Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Group Contact: \_\_\_\_\_ Email \_\_\_\_\_

Previous Customer (Have you reserved a pavilion, booked a group birthday party, or purchased a season pass?)  yes  no

## Group Admission

	Qty.	Cost	Total
Group Admission			
Children Age 2 or younger		FREE	
Bus Driver(s)		FREE	
Totals			

Admission Cost: \_\_\_\_\_

- 48 hour advanced reservation required
- Minimum of 20 tickets must be purchased to qualify for group discount rate
- Group tickets must be paid for in one transaction on arrival
- \*Buses, please unload at Gate #7. One representative should check in at the gate if paying by credit card or check, or Group Window #3 if paying by cash. (Check in at Gate #7 Mon-Fri only. Weekend Groups check in at Window #3.)

## Group Meal Options

Pizza Party			
	Qty.	Cost	Total
16" Cheese Pizza			
16" Pepperoni Pizza			
1.5 Gallons Fruit Punch			
1.5 Gallons Lemonade			
16.9 oz. Bottled Water			
Total			

Individual Meals and Dessert			
	Qty.	Cost	Total
<b>Boxed Lunch</b> - Includes 1 sandwich, chips, and a bottled water			
<b>Dessert Token</b> - Includes 1 dessert under \$4, any eatery in park including Dippin' Dots			
Total			

**Drop Off Time:** \_\_\_\_\_ **Drop Off Location:** \_\_\_\_\_

## Pavilion Rentals - Pavilion rental fees do not include waterpark admission

Weekdays	Inside The Waterpark - Admission Tickets required for all guests					Outside The Waterpark - Admission Tickets not required				
	Name	Reserve (Mark 1)	Price	Capacity	Amenities	Name	Reserve (Mark 1)	Price	Capacity	Amenities
	Teal Seal			60	Next to activity pool	Shrimp Shack			25	Double grill
	Coconut Cove			30	Tables, cabanas, private	Diggers Dune			75	Double grill
	Banana Cabana			150	On top of the hill	Coral Reef			200	volleyball, grills, elec, water
	Big Kahuna		contact us	500	Volleyball, play area, chairs					

Weekends	Inside The Waterpark - Admission Tickets required for all guests					Outside The Waterpark - Admission Tickets not required				
	Name	Reserve (Mark 1)	Price	Capacity	Amenities	Name	Reserve (Mark 1)	Price	Capacity	Amenities
	Teal Seal			60	Next to activity pool	Shrimp Shack			25	Double grill
	Coconut Cove			30	Tables, cabanas, private	Diggers Dune			75	Double grill
	Banana Cabana			150	On top of the hill	Coral Reef			200	volleyball, grills, elec, water
	Big Kahuna		contact us	500	Volleyball, play area, chairs					

No cooking devices may be brought into the pavilions, this includes but is not limited to gas grills, charcoal grills and electric fryers. No outside food can be brought into the park.

## Total Reservation Fees

- \_\_\_\_\_ Pavilion Reservation: Payment is due immediately - rental date and time are not guaranteed until payment is received in full.
- \_\_\_\_\_ Group Meal Options: Payment is due upon arrival. Please collect all money and send one representative to check in (see above\*)
- \_\_\_\_\_ Group Admission: Payment is due upon arrival. Please collect all money and send one representative to check in (see above\*)

I have read and agree to the terms on page two and three as applicable to SplashDown's Group Policies and Procedures & also Pavilion Policies and Procedures.

\_\_\_\_\_  
Signature, Party Representative

\_\_\_\_\_  
Date



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# Group Reservation Form

## Group Policies and Procedures:

### Tickets

- A minimum of 20 tickets must be purchased to qualify for the group discount rate. All group purchases are final.
- Group reservations are required and must be made at least 48 hours in advance by filling out the Group Reservation form found online at [www.splashdownwaterpark.com](http://www.splashdownwaterpark.com)
- Full payment is due upon arrival. No billing or invoicing will be allowed. Tickets are non-refundable.
- ONE designated group representative checks in: If paying by credit card or check, pay at Gate #7. If paying with cash, check in at Window #3. Purchase tickets with ONE form of payment. Accepted payments: cash, check (payable to PWC), VISA, Discover, American Express, and Mastercard. All group purchases are final.
- All reservations are first-come, first-served, and are subject to availability and capacity of the waterpark on any given day.
- Group check-in will open 15 min. prior to the park opening. Groups may arrive at any time during the hours of operation. Groups line up at Gate #7.
- For SplashDown's hours of operation please visit [www.splashdownwaterpark.com](http://www.splashdownwaterpark.com). Group check-in will open 15 minutes prior to park opening. Groups may arrive at any time during our hours of operation. Groups line up at Gate #7.
- The purchase or use of a group ticket indicates your consent for photographic images for promotional purposes.
- Group discount offer is good Monday thru Friday only with reservation. Weekend group rate available with pavilion rental only.

### Food Policies

- No outside food or drink (except water) will be permitted into SplashDown Waterpark (this includes bag lunches and/or other snacks). We recommend leaving food and drinks on the bus or purchasing pre-ordered meal plans for your entire group.
- All bags, coolers, and backpacks will be searched and outside food or drink (except water) will be disposed of before entering the facility.
- All food prices include tax. Please, submit tax exemption if applicable.
- Digger's boxed lunches include a sandwich, apple, chips, and a bottle of water. Lunches must be preordered and paid for at least 48 hours prior to arrival. Groups of more than 100 require 72 hours.
- Boxed Lunches must be ordered and paid for at least 48 hours prior to arrival (groups of more than 100 require 72 hour confirmation and payment) and are non-refundable.
- On the day of your visit, you will be responsible for all boxed lunches ordered regardless of actual group attendance.
- Digger's Pizza Tokens are available for purchase upon group check-in and redeemable only at Woody's Pizza for 1 slice, a snack, and small drink.
- All food prices include tax. Please submit tax exemption if applicable.
- Dessert tokens are redeemable at any eatery in the park for a dessert under \$4.

### Facility Use

- The following safety and supervision ratios must be maintained at all times: Ages 6 & older – 1 adult for every 10 children, Under 6 – 1 adult for every 5 children.
- Coast guard approved lifejackets are recommended for guests under 48". Lifejackets are supplied at no charge to guests on a first-come, first-serve basis.
- Rain checks are only issued if SplashDown closes for the remainder of the day. Rain checks will not be issued within 2 hours of the scheduled closing time. Groups rain checks will be given to the purchaser of the group tickets only and not handed out individually.
- Use of a group ticket constitutes acceptance by the patron of the rules and regulations of SplashDown Waterpark.
- All swimming guests must wear proper swimming attire. Cutoff jeans, tank tops, or gym shorts are not acceptable swimming attire.
- SplashDown is not responsible for any lost or stolen items from lockers or park grounds.
- If Splashdown closes due to inclement weather prior to party begin time, the party can be rescheduled for the next available date.





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# Group Reservation Form

## Pavilion Policies and Procedures:

### Reservation Policies

- Reservations must be made at least 48 hours. Reservation date and time is secured with full payment.
- All reservations are first-come, first-serve, and are subject to availability.
- Pavilion rentals are sun-up to sun-down and all parties must vacate Ben Lomond Park at sun down.
- The PWC Department of Parks and Recreation reserves the right to conduct a background investigation of any rental group.

### Payment & Cancellations

- SplashDown Waterpark is not obligated to reschedule pavilion reservations or refund payment due to inclement weather.
- In the case that SplashDown Waterpark is closed due to bad weather, refunds will be at the discretion of the management.
- Cancellations must be made at least 14 days prior to rental date for a full refund. Less than 14 day cancellation notice will result in no refunds.
- Checks will not be accepted within 14 days of rental date.
- Accepted payments: cash, check (made payable to PWC), VISA, Discover, American Express, and Master Card.

### Pavilion Use

- The contracted party is responsible for cleaning the pavilion and area surrounding pavilion after use. All trash and debris must be properly disposed in containers.
- The Department of Parks and Recreation is in no way responsible for injury or damage to property or persons using the facility. The contracted party is solely responsible and in no way will hold the Prince William County, or its employees, responsible for damages. The contracted party agrees to pay for any damages and/or excessive trash removal.
- Outside alcohol use/consumption is not permitted on SplashDown Waterpark or Ben Lomond Park grounds without an ABC License. If you will have alcohol on the premises, you must submit a valid ABC license to SplashDown one week prior to your event.
- All DJ's or sound systems require prior approval from the General Manager of SplashDown Waterpark and cannot interfere with the park P.A. system used to communicate with patrons. SplashDown Waterpark's management will determine an appropriate noise level.
- The contracted party is prohibited from selling items or products of any kind, including but not limited to food, drink, alcohol, or merchandise on Prince William County property, which includes SplashDown Waterpark and Ben Lomond Park.
- Prior approval is needed from the General Manager of SplashDown Waterpark in order for an organization to use the area for commercial use. If the contracted party charges any form of admission, SplashDown Waterpark will receive 20% of the gross revenue in addition to all other fees specified in this agreement. This 20% is due 5 days following rental. A financial statement must be completed to verify the 20% of the gross revenue.
- In the event that a police or ranger presence is required for your function, all fees related to such services are due at the time of reservation in addition to the reservation fee.
- All pavilions in Ben Lomond Park have charcoal grills available for use. No portable or additional grills are allowed.
- If you will be bringing in a moon bounce, the contractor must have a valid license and liability insurance, and must submit copies to SplashDown one week prior to your event.

