



CITY OF CORAL GABLES  
**PARKS AND RECREATION DEPARTMENT**  
Venetian Pool  
2701 De Soto Blvd.  
Coral Gables, FL 33134  
[VenetianReservations@coralgables.com](mailto:VenetianReservations@coralgables.com)

## **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 but will not be granted access to the pool until 11:00am.)

### **PROCEDURES:**

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 email to [venetianreservations@coralgables.com](mailto:venetianreservations@coralgables.com).
4. If dates are available, a confirmation, invoice and credit card authorization form will be sent back to you.
5. Upon receipt of invoice, payment in full is required to reserve the requested dates for your group. If reserving by fax or email, a credit card authorization form must accompany the reservation form. A purchase order may be submitted in lieu of payment to hold the dates but will not be considered a form of payment on trip date. All balances must be settled prior to admission of the facility.
6. If payment has not been received within 30 days of reservation date, the reservation will be cancelled and the reserved date will be made available to other groups.
7. Once payment in full has been received a confirmation with wristbands will be mailed back to you, in the amount of reserved & paid 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 date.
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 (campers & counselors) of your party are required to have their wristbands on prior to arrival.

11. **FOR SAFETY REASONS** 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. If these ratios are not met the facility reserves the right to turn away your group without reimbursement. **Counselors are required to enter the water and remain vigilant over their campers at all times.**
12. Confirmation of payment must also be presented for admission into the facility.
13. Bus Drop-off and Pick-up Procedures: Failure to follow this policy may result in the cancellation of any future field trips.
  - a. **Drop-off:** Buses are to drop campers off at the *Field Trip Gate* located on Sevilla Avenue south of the pool (behind the pool). Buses will not be permitted to stay parked along Sevilla Avenue. **The time for drop off may not exceed 10 minutes so as not to obstruct the right of way.** After drop-off, buses are to park at Salvador Park located on 1120 Andalusia Avenue. Please refer to attached map. **Buses are not permitted to park in the two parking lots adjacent to the pool.**
  - b. **Pick-up:** Pick-up will be at the same location as drop-off. Groups must line-up at the *Field Trip Gate* prior to the arrival of the bus. Groups should only contact their bus drivers when they are ready to be picked up. Buses should not arrive and remain parked with engines running while your group is getting organized. **Buses should not remain parked at pick-up location for more than 10 minutes.**

#### **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, company check, American Express, Visa or Master card. Purchase orders may be used in lieu of the above mentioned payment to hold your requested dates; however, a purchase order must accompany the reservation form in order for the reservation to be accepted and payment in full will be expected upon arrival. A purchase order is not considered a form of payment. All balances must be settled prior to admission of the facility.

Final attendance numbers must be given no later than 48 hours prior to your trip date. 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 and responsible for 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.

In case of severe weather, we ask that the effort is made to come in and wait out the storm for the first 30 minutes. If the weather has not improved, you will have the opportunity 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. **No-shows will not be granted any refunds or future credit.** If severe weather affects your field trip after having had access to the pool for at least 60 minutes your group will not be eligible for any refunds or future credit.

## DISCOUNTED GROUP ADMISSION FEES:

Eligible groups of 10 or more with tax exemption certificate: \$6.10 per person

A copy of your tax exempt certificate must be submitted at time of reservation to be eligible for the tax exempt rate.

All groups will receive one (1) free counselor admission for every 10 campers.

Additional chaperone fees will be charged at the discounted camper rate.

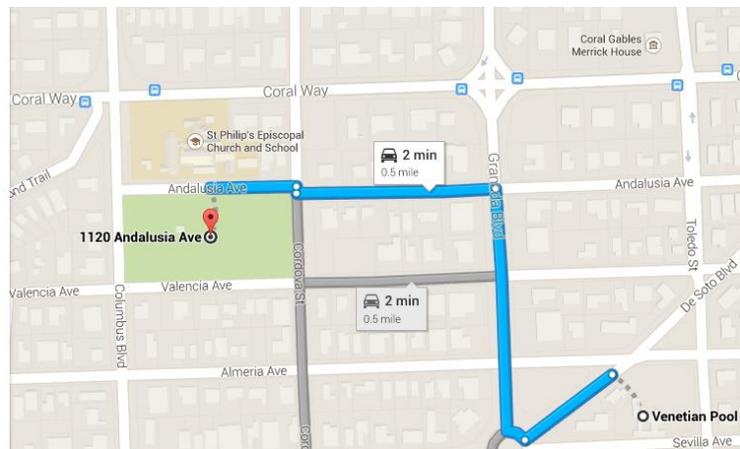
Group discounts will not be eligible for groups that have failed to submit prior reservation and payment in full.

## GROUP CHECK IN:

Please arrive by the gate marked **Field Trip Gate** 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. Additions must be paid for in full prior to admission of the facility. Everyone in 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. Please refer to the attached map and **Drop-off & Pick-up Procedures**. Parking in the Almeria or Granada parking lots will not be permitted.

**Venetian Pool**  
2701 De Soto Boulevard, Coral Gables, FL 33134

- ↑ Head southwest on De Soto Blvd  
390 ft
- 📍 At the traffic circle, take the 1st exit onto Granada Blvd  
0.2 mi
- 🔙 Turn left onto Andalusia Ave  
0.1 mi
- 🔙 Turn right onto Cordova St  
26 ft
- 🔙 Turn left onto Andalusia Ave  
Destination will be on the left  
312 ft



## **VENETIAN POOL RULES:**

FOR SAFETY REASONS 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. If these ratios are not met the facility reserves the right to turn away your group without reimbursement.

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 is a birth certificate or passport).

Counselors are required to enter the water and remain vigilant over their campers at all times. Counselors are to supervise their campers in the restrooms and concession stand. 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.

Lif jackets are provided free of charge by the Venetian Pool and are strongly recommended. Please keep in mind that all life jackets will be distributed at a first come first serve basis and that life jackets may not be available for all members of your group. Lifeguards have the discretion to make someone wear a life jacket 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. In case of an emergency please have your staff keep emergency contact information and a list of allergies for all your campers.

No coolers will be permitted within the facility. Only for medical reasons will small personal coolers be permitted. Glass or alcohol of any kind is prohibited. Please make sure to have your staff and campers clean up after themselves to keep our historic facility looking beautiful!

In the event of severe weather or lightening, exit the water immediately. The pool has a Thor Guard Lightening Prediction system on site, which will notify all guests to exit the water through the use of one loud 15 second horn blast. Seek shelter within the pool complex or in your buses. Staff will assist you in exiting safely. The system will give an All Clear through the use of three short 5 second blasts. Please assist us in keeping your campers from entering the water until all lifeguards have set back up on stand and given your staff permission to enter the water.

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 SAFETY TEAM FROM PERFORMING THEIR DUTIES MAY BE ASKED TO LEAVE.**



|                        |
|------------------------|
| - OFFICE USE ONLY -    |
| Wristband Color: _____ |

**RESERVATION REQUEST FORM**

Venetian Pool  
2701 De Soto Blvd.  
Coral Gables, Fl 33134

VenetianReservations@coralgables.com

*Please be sure to provide all information requested, sign where necessary and return this form via fax or email. 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 of Staff in Group (Min. 1:10 ratio): \_\_\_\_\_

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**

|                     |                      |             |                                              |                                              |
|---------------------|----------------------|-------------|----------------------------------------------|----------------------------------------------|
| <b>DATE OF TRIP</b> | <b># OF CHILDREN</b> | <b>AGES</b> | <b>ARRIVAL TIME</b> (early check in 10:30am) | <b>DEPARTURE TIME</b> (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

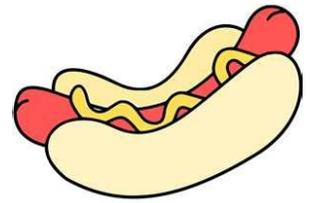
Final Numbers: Campers: \_\_\_\_\_ Counselors: \_\_\_\_\_ Clerk Initials: \_\_\_\_\_

Date: Initials:

|                    |  |  |
|--------------------|--|--|
| Dates on Calendar: |  |  |
| Invoice Sent:      |  |  |
| Payment Received:  |  |  |
| Credit on Account: |  |  |
| Wristbands Sent:   |  |  |



# 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 two weeks prior to the group's arrival date. **Max of 50 per group!**
- Vouchers will be mailed in advance but should 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 bottled water and a 2pc chicken with curly fries
- **Option 2:** Small bottled water and a slice of cheese pizza
- **Option 3:** Small bottled water and a hot dog with curly fries

Organization Name: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_ Lunch 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 email form at least two weeks in advance to  
VenetianReservations@coralgables.com  
Attn: Carolina or email to cvester@coralgables.com



CITY OF CORAL GABLES  
PARKS AND RECREATION DIVISION  
VENETIAN POOL

## Field Trip Reservation and Check-In & Out Checklist

*Please share this checklist with all staff involved in the booking and check-in process of your group*

**Reservation Process:** *(Reservations will not be booked unless all listed steps have been completed)*

- Check for available dates with Venetian Pool staff prior to submitting a reservation form
- Review reservation policy and share pool rules with staff
- Submit one signed reservation form per trip date
- Venetian Pool staff will place a tentative hold on the calendar for your trip pending availability
- Receive confirmation and invoice from Venetian Pool staff
- Submit payment for invoiced amount to hold and confirm trip date
- Receive payment confirmation & wristbands from Venetian Pool staff
- Report changes in numbers 48 hours prior to trip date
- Have staff bring a copy of confirmed reservation and wristbands on trip date

**Check-In Process:** *(Please share the following steps with coordinators/group leaders to assist in expediting the check-in process on the date of your trip)*

- Early check-in starts at 10:30am / access to the pool is not permitted until 11:00am
- Check in at **Field Trip Gate** on Sevilla Avenue (behind pool)
- Have all campers and staff put on wristbands prior to arrival
- Lifeguards will perform a small safety orientation with campers and staff upon arrival
- Lifeguards will perform a head count and call in final numbers to the front desk staff
- Lifeguards will confirm that the 1:10 counselor to camper safety ratios are being met
- Children under the age of 3 will not be permitted inside the facility. Proof of age three must be presented for all small children.**
- Coordinator/group leader will report to the front desk to pay for additional campers or staff, pick up additional wristbands and collect an updated receipt.
- Lifeguard staff will escort groups to designated field trip areas
- Buses must park at Salvador Park on 1120 Andalusia Avenue
- Staff is required to enter the water and remain vigilant over their campers at all times
- In case of an emergency staff is to notify a lifeguard immediately and carry with them emergency contact information as well as a list of allergies for all their campers

**Check-Out Process:** *(Please follow the following steps to ensure your group's return for future field trips to the Venetian Pool)*

- Clean up designated field trip area to keep our historic facility looking beautiful
- Line up all campers and perform head counts at **Field Trip Gate** prior to calling your bus
- Buses may not remain parked at **Field Trip Gate** for more than 10 minutes