

Revised July 2025

IMPORTANT INFORMATION: To book a facility at Portage Pool submit this form in person to the Portage Pool Staff or by email poolstaff@laclabichecounty.com A Portage Pool staff member will contact you to provide a booking quote.

Portage Pool

Booking Request Form



Lac La Biche County
welcoming by nature.

Fees

Invoice statements will be sent monthly. Unpaid invoices risk losing future booking privileges.

Exception to birthday parties. When this form is received, and quote will be made the booking will be given a tentative status. Once a payment is made then status will be changed to confirmed. See cancellation rates below.

Upon submission of your booking form, you will receive a quote for your rental withing 24-48 hours. **We require at least two weeks notice to secure all bookings.** The following rates and fees apply:

Space		Fee per Hour
Lane	One 25m lane.	\$14.00
Main Pool	Full main pool, includes Hot Tub. DOES NOT include lifeguard.	\$58.25
Wading Pool	Full wading pool, includes Hot Tub. DOES NOT include lifeguard.	\$42.50
Full Facility Rental	Includes main pool, hot tub, wading pool, steam room, and one lifeguard. DOES NOT include use of the viewing area as a party space.	\$132.75
Birthday Party Rental	Includes main pool, hot tub, wading pool, steam room, and one lifeguard. Viewing area to be used as a party space and maximum occupancy of 30. (One hour pool time and one hour viewing area time. Total of two hours)	\$206.50
WIBIT Rental Add on	Only available for full facility rentals.	\$60.00
Staff		Fee per Hour
Lifeguard/Instructor	See note regarding how staffing needs are determined for each booking.	\$30.00
Wibit Setup/Takedown (per hour)	Only available for full facility rentals.	\$90.00
Cancellations		Fee
More than 72 Hours	Notice must be received in writing to receive a refund minus this fee.	\$25.00
Less than 72 Hours	Notice received less than 72 Hours prior to the booking time will forfeit the full cost of the booking.	Full Cost

Lifeguard Ratio

Lifeguard to bather ratio must always be followed. Ratios include anyone in the water swimming. Price will change due to the number of lifeguards needed.

Number of Lifeguards	Swimmers
1	1-40
2	41-80
3	81-120
4	121-160
5	161-200

Booking Details

Contact Information

Agent's
Name: _____

Mailing
Address: _____

Phone: _____

Email: _____

Date of Birth
(mm/dd/yy): _____

*"Agent" refers to the person renting the facility, must be at least 18 years of age and is considered the emergency contact of the booking.
We will require the personal information of the person requesting the booking.

Facilities/Activity Requested

- ☐ # of Lanes _____
- ☐ Main Pool only
- ☐ Wading Pool only
- ☐ Full Facility
- ☐ Birthday Party
- ☐ WIBIT
- ☐ Swim to Survive

Bookings on pre-established WIBIT swims days can utilize the WIBIT at no extra set up and takedown charge. Extra set up and takedown charge for WIBIT on non-established days.

Quotes

You will receive a quote for your booking after this form is received. The quote comprises the facility cost, the staff cost, and any additional fees.

Dates/Times Requested

Saturdays (9am-12pm or 5-7pm) Sundays (5-7pm) Wibit (4-6pm)

dates and times are subject to change depending on staffing availability and facility schedule

Please state multiple date/time options in case first choice is not available to book.

Date	Start Time	End Time
1.		
2.		
3.		
4.		

Participant Information

Accurate participant information allows us to quote you the correct number of lifeguards.

*Children aged 0-6	
Children aged 7-11	
Youth aged 12-17	
Adults 18+	
Total in Attendance	

*All children aged 6 and under must be within arm's reach of a responsible person aged 12 or older in all pools and at all times. One responsible person (12+) may directly supervise a maximum of 3 children aged 6 and under at one time.
All children aged 7-11 must have supervision in the building.

Agent Initial: _____

The personal information requested here is being collected under the authority of Alberta's Protection of Privacy Act, Section 4(c), which states that information may be collected if it relates directly to and is necessary for an operating program or activity of the public body, including a common or integrated program or service. Information is protected under the Act. If you have any questions about the collection, use, or disclosure of the personal information provided, please contact the Access to Information and Protection of Privacy Act Coordinator at 780-623-1747.

Contract Terms and Conditions

THE AGENT IS RESPONSIBLE FOR COMMUNICATING THE FOLLOWING TERMS AND CONDITIONS TO ALL PARTICIPANTS.

Purpose: Renter may use the facility for the purpose specified in the attached contract only.

Compliance with Laws: Renter must abide by all Municipal, Provincial, and Federal laws, regulations and bylaws, and will obtain, at own expense any and all necessary permits, licenses, and approvals.

Emergency Procedures: Lifeguards will direct patrons in the event of an emergency. Participants must follow the directions of the lifeguards in all emergencies. Patrons must report all medical accidents to lifeguards on duty.

Deck Admittance: Renters will be admitted to the pool deck at their scheduled time. All bathers must remain in the change rooms until a lifeguard allows them on deck; bathers are not permitted in the pool area without lifeguard supervision.

Rental Times: Pool space must be vacated by the rental end time. All setup and take down of equipment must be completed within the rental time by the renter and participants in the rental.

Cancellations: Mechanical failure or situations beyond reasonable control of Lac La Biche County may result in cancellation of the contract. Full refunds will only be issued in instances where programs have been cancelled by Portage Pool. The County shall give the Renter as much notice as reasonably possible in the event of a cancellation. Alternate pool times may be negotiated with the Aquatic Services Supervisor.

Cash, cheque, debit, and account adjustments must be refunded via cheques processed through the Lac La Biche County Finance Department. Credit card payments will be automatically refunded back to the client card from the Portage Pool Front Desk. If the card has expired, a cheque will then be issued.

Waiver for Liability in Case of Negligence

PLEASE READ CAREFULLY BEFORE SIGNING.
THIS IS A RELEASE OF LIABILITY AND A WAIVER OF SOME OF YOUR LEGAL RIGHTS.

Responsibility/Liability for Damages:
The agent agrees to hold harmless and indemnify Lac La Biche County, its servants, and its agents from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expenses and costs (on solicitor and his own client basis), which arise out of or during the use of this facility under this rental contract, **even where the Lac La Biche County is found to be negligent.**

By signing below, I as the representative of the rental group recognize the inherent risks of swimming. These include but are not limited to slipping on wet surfaces, cuts, scratches, broken bones and the potential for more serious injury including drowning. I understand that physical activity creates a potential risk to the bones, joints, ligaments and muscles as well as the cardiovascular system.

I have carefully read the above waiver for liability and sign it with full knowledge of its contents and significance. I release Portage Pool, Lac La Biche County, its employees, agents, and entities thereof from any direct or consequential injuries that may result from being on the premises.

Agent’s Signature: _____ Date: _____



Aquatic Services Supervisor:

Submit Booking request form
to Customer Service Representative:

Lac La Biche County
PO Box 1679
Lac La Biche, AB
T0A 2C0

Sarah Jackson
780-623-6778
Sarah.jackson@laclabichedcounty.com

Portage Pool Customer Service Representative
780-623-6777
poolstaff@laclabichedcounty.com

PORTAGE POOL SUMMER SWIM SCHEDULE

This schedule is in effect from **June 30th to September 1st, 2025.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Lane Swim 6-8am		Lane Swim 6-8am		
			AquaFit 8-8:45am			
	Swimming Lessons 9am-12pm	Swimming Lessons 9am-12pm	Swimming Lessons 9am-12pm	Swimming Lessons 9am-12pm	Swimming Lessons 9am-12pm	Available for Rent 9am-12pm
Lane Swim 12-1pm	Lane Swim 12-1pm	Lane Swim 12-1pm	Lane Swim 12-1pm	Lane Swim 12-1pm	Lane Swim 12-1pm	Lane Swim 12-1pm
Toonie Swim 1-5pm	Public Swim 1-4pm	Public Swim 1-4pm	Public Swim 1-4pm	Public Swim 1-4pm	Public Swim 1-4pm	Family Swim 1-3pm
Available for Rent 5-7pm	Swimming Lessons 4-6:30pm	Swimming Lessons 4-6:30pm	Swimming Lessons 4-6:30pm	Swimming Lessons 4-6:30pm	Swimming Lessons 4-6:30pm	Public Swim 3-5pm
	Public Swim 6:30-7:30pm	Public Swim 6:30-7:30pm	Public Swim 6:30-7:30pm	Public Swim 6:30-7:30pm	Public Swim 6:30-8pm	Available for Rent 5-7pm
	Lane Swim 7:30-8:30pm	Lane Swim 7:30-8:30pm	Lane Swim 7:30-8:30pm	Lane Swim 7:30-8:30pm		*Wibit Swim 12-4pm*

*The WIBIT is set up one select Saturday of each month, **July 5th & August 9th**, from 12-4 pm, replacing regular public and lane swims.

****July 9th, 10th & 11th afternoon public swim is cancelled** due to the Conservation Officer training.

*****July 16th & 23rd afternoon lane swim & public swim are cancelled** due to the Fish & Wildlife training.

****Hours and fees are subject to change. For the most up-to-date information, please visit our Facebook page, our website boldcenter.ca or call Portage Pool 780-623-6777

REMINDER

Portage Pool will be closed **September 2 to 30** to conduct annual maintenance and repairs.
Pool will reopen October 1.

Important Information

- Wristbands are given to all children aged 11 & under and must always have a responsible person (12+) in the facility. For more information ask us about our safety & supervision policy or visit boldcenter.ca.
- Children 6 & under must always have a responsible person (12+) within arm's reach at all times. The responsible person can supervise up to 3 children (6 & under) at a time.
- All children 3 & under are required to wear a swim diaper with a tight fitted swimsuit over top (must always be two layers). **Disposable swim diapers are available for free at the front desk.**
- Showers are available any time the facility is open for \$2.

WHAT'S AVAILABLE

LANE SWIM	<ul style="list-style-type: none"> • Main pool, wading pool, hot tub, and steam room are available for use. • The main pool is divided into lanes by the speed of the swimmer. • The wading pool is open for families with young children and babies.
FAMILY SWIM	<ul style="list-style-type: none"> • Designated for families only. • All pools and amenities are available for use. • The main pool is divided by a buoy line (shallow/deep).
PUBLIC SWIM	<ul style="list-style-type: none"> • All pools and amenities are available for use. • The main pool is divided by a buoy line (shallow/deep).
TOONIE SWIM	<ul style="list-style-type: none"> • This swim is a Public Swim but at the reduced cost of \$2 per person.