How to Book Your Party Tent Online

2. Click on the middle of the three boxes marked “Facilities” (between “Activities” and “Memberships”)
3. Click on “Quick Reserve”
4. Login to your account, or click on “Create Account” if you do not have one already.
5. Click on the “Reservation Group” and select “Parks Splash Park Tent Rentals or Parks Big Splash Rental”
6. Select the date you are interested in; if you want to change the date, make sure to click “Check Availability” again to update the results. You will see a screen that looks like this:

    ![Selection Screen](image)

7. Enter the event name at the top of the table (for example, “John’s 5th Birthday Party”).
8. Select the reservation that you are interested in by clicking on the first checkbox and the rest of the greyed-out boxes will check off to show the entire reservation. Note: a red check means that the timeframe is unavailable.
9. Click the “Calculate Charges” button and see what the rental fee will be.
10. After reading the waiver by clicking on the description, enter your initials to agree to the waiver.
11. Click “Reserve”.
12. Enter your payment information on the next screen and click “Continue” to complete your order.