**RESERVATION REQUEST FORM**

*(Completion of this form does not guarantee reservation.)*

### CONTACT INFORMATION

**Organization:**

Name(s) of responsible party: ________________________________

Title of responsible party: ________________________________

Phone: ____________________  work: ______________________  cell: __________________

Email address: ________________________________

Address: __________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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</thead>
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### EVENT INFORMATION

Type of event: ________________________________  code (staff use only) __________________

Date(s) of use: ________________________________

Area(s) requested: ________________________________

Time block(s) requested: ____________________  Anticipated number of guests: _________

### CATERING & FOOD SERVICE

*All food served at this event must be provided by a licensed caterer.*

Will food be served at the event?  □ YES  □ NO

Caterer name: ________________________________  Phone: ________________________________

### SIGNATURE

____________________________________________________________________________

**DATE**

Submission of this information sheet does not guarantee rental of facility. This information will be reviewed and a rental decision communicated to Applicant. If rental is approved, Applicant shall execute a Facilities Rental Agreement.

### RETURN FORM TO:

info@ConservationGardenPark.org
Review rental rates, available spaces, and frequently asked questions at https://conservationgardenpark.org/rent.

Submit an application form to info@conservationgardenpark.org. This will hold your rental date for two weeks or until payment is made.

Review and sign (in person) two physical copies of the Facility Use Agreement. You will be provided with one of the signed copies after it is signed by Jordan Valley Water Conservancy District.

Provide proof of general liability insurance in the amount of $1,000,000.00/$2,000,000.00 aggregate. You can purchase this online.

Pay refundable security deposit.

Pay rental charge.