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: 

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

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 (electronically) the Facility Use Agreement. You will have access to the Agreement after it is signed by Jordan Valley Water Conservancy District.

Pay refundable security deposit.

Pay rental charge.