

# 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: \_\_\_\_\_  
Street City State Zip Code

## 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 TO:  
Conservation Garden Park  
8275 S. 1300 W.  
West Jordan, UT 84088

CONTACT:  
801.256.4400  
info@ConservationGardenPark.org