

# 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 AND 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 NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Submission of this information sheet does not guarantee rental of any 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

Attn: Garden Manager

8275 S. 1300 W.

West Jordan, UT 84088

PHONE: (801) 256-4400

EMAIL: [info@conservationgardenpark.org](mailto:info@conservationgardenpark.org)

FAX: (801) 565-4399