



Reservation Request Form

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

CONTACT INFORMATION

ORGANIZATION:

Name(s) of the responsible party: _____

Title of the responsible party: _____

Phone: _____ Work: _____ Cell: _____

Email address: _____

Address: _____

Street

City

State

Zip

EVENT INFORMATION

Event: _____

Date(s) of use: _____

Area(s) requested: _____

Time block(s) requested: _____

Number of guests (estimate): _____

CATERING & FOOD SERVICE *ALL FOOD SERVED MUST BE PROVIDED BY A LICENSED CATERER

Will food be served at the event? Yes No

SIGNATURE: _____ DATE: _____

Submitting this reservation request form does not guarantee the facility rental. This information will be reviewed, and a rental decision will be communicated to the applicant. If approved, the applicant must execute a Facilities Rental Agreement.

RETURN FORM TO: info@ConservationGardenPark.org

FOR OFFICE USE ONLY		Deposit Amount: \$	
		Non-profit rental: <input type="checkbox"/> Yes <input type="checkbox"/> No	
# of days	# of hours	rental rate	Total Due
# of days	# of hours	adjusted rate	Adjusted Total Due



Use this checklist to keep track of each step required to complete your Education Center Rental.

- ☐ Review rental rates, available spaces, and frequently asked questions at <https://conservationgardenpark.org/rent>.
- ☐ Submit a Reservation Request form to: info@conservationgardenpark.org. This will hold your rental date for **two weeks** once submission is received.
- ☐ Review and sign (electronically) the Facility Use Agreement. Note: Access to an approved copy of the Agreement will be available after it is signed by JVVCD.
- ☐ Provide proof of general liability insurance with a coverage limit of \$1,000,000/\$2,000,000 aggregate. You can typically purchase this online.
- ☐ Pay the refundable security deposit.
- ☐ Pay the rental charge.