FOX VALLEY PARK DISTRICT

Park Shelter Reservation Form

Applicant Information

Applicant name

Organization (if representing one)

Street Address

City_________________________________________________ ZIP _______________________________________

Cell Phone Number* ___________________________ Home Phone Number ___________________________

*Please provide phone number where we can reach you throughout the week

Email Address ___________________________________________ Status: ☐ Individual ☐ 501(c)(3)* ☐ Other

*A copy of 501(c)(3) must be provided

Event Logistics

Location of Event ____________________________________________

Date of Event ___________________________ Start Time __________ End Time __________

Expected Attendance ____________________________

Type/Function of Event (ex. picnic, birthday party, reunion) ____________________________________________

Describe any entertainment/activities planned (ex. DJ, moon jump, food) ____________________________

Will there be any charge for attendance or will donations be accepted for this event? ☐ Yes ☐ No

Are you publicly promoting the event? ☐ Yes ☐ No

If yes, how will your event be promoted?

☐ Radio ☐ Television ☐ Newspaper ☐ Posters/fliers ☐ Facebook ☐ Other

List website if applicable ____________________________

Continue to checklist on next page >>
Other Amenities Checklist

___ I acknowledge if I wish to use a contracted service such as a moon jump, portable restrooms, tents or food vendor,
    I will use a Fox Valley Park District approved vendor and provide notice of at least 2 weeks before my event by calling 630-897-0516.

Please check any of the following that you are anticipating using for your event and list the vendor that will be providing the service:

- Moon Jump**
- Food Vendor
- Clown
- Tent**
- DJ
- Portable Restroom
- Face Painter
- Other

** Moon jumps and tents are not allowed at Austin Park.

Acknowledgement of Reservation Request

___ I acknowledge other fees may apply to the reservation, such as costs incurred for additional Fox Valley Park District Police officers required being present at the event.

SIGNATURE _________________________________ DATE _______________________________

PRINT NAME ____________________________________________________________________