Cool Acres Reservation Form

Applicant Information

Applicant name

Organization (if representing one)

Street Address

City ___________________________ ZIP ___________________________

Cell Phone Number __________________ Home Phone Number ____________

Email Address __________________ Status (check one that applies) □ Individual □ Other

Event Logistics

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 __________________

The following information has been discussed for my reservation of the Fox Valley Park District’s Cool Acres shelter. By initialing next to each statement on the next page, I acknowledge that these details have been reviewed and agree to follow all rules and regulations. General questions regarding a reservation can be answered by calling the administrative office at 630-897-0516 (weekdays 8 a.m. to 5 p.m.). Call 911 in the event of an emergency.

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Alcohol Checklist
If you are not planning on having alcohol at your event, please initial here and continue to the Other Amenities Checklist section _______.

___ I understand alcohol is allowed at the shelter with proper permit only for this location, and permission is based on the number of attendees at my event.

___ I understand that if alcohol is served, it is not permitted to be served during the last hour of the event as specified in the permit.

___ I understand if admission or donations are required/accepted at the event at Cool acres with alcohol present, there is a general liability fee and statutory liquor fee associated with the reservation cost.

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 FVPD 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 __________________________  ☐ DJ __________________________  ☐ Food Vendor __________________________

☐ Portable Restroom ____________________  ☐ Clown __________________________  ☐ Face Painter __________________________

☐ Tent __________________________  ☐ Other __________________________

Acknowledgement of Reservation Request
___ I acknowledge other fees may apply to the reservation, such as costs incurred for additional security required being present at the event.

SIGNATURE ____________________________________________________________ DATE __________________________

PRINT NAME __________________________________________________________________________________________