

# FOX VALLEY PARK DISTRICT

# Park Shelter

# Reservation Form

**For office use only**

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

CONTRACT NUMBER \_\_\_\_\_

## 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 >>**

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## 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\*\* \_\_\_\_\_  DJ \_\_\_\_\_
- Food Vendor \_\_\_\_\_  Portable Restroom \_\_\_\_\_
- Clown \_\_\_\_\_  Face Painter \_\_\_\_\_
- Tent\*\* \_\_\_\_\_  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** \_\_\_\_\_