

# Park Reservation Form



City of Galva  
311 N. W. 4th Avenue  
Galva, IL  
USA  
61434  
Phone: (309) 932-2555  
Fax: (309) 932-3306  
www.galvail.gov

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## For Municipality Use Only

Date of Request:

Date Deposit Received:

Date Electrical Service Fee Received:

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## Applicant Information

Name of Event:	
Date of Event:	
Time of Event:	
Estimated Attending:	
Organization:	
Address:	
State:	
Zip/Postal Code:	
Web site for event?	

Main Contact:	
Email:	
Phone:	

## General Description of Event:

## Reservation Fees

Deposit:	
\$5 x Hours Electrical Service:	
Subtotal:	
Total Due:	
Payments must be received by:	

## Park You Wish To Reserve:

- Washington Park
- Wiley Park
- Veterans Park

Please fill out the information on this form, print it out, sign and date it at the bottom, and return it with a \$25.00 dollar deposit plus any electrical service fees to the City Clerk's office located at 311 N.W. 4th Avenue.

Electrical Service Fees can be computed by multiplying the number of hours your event will be taking place by \$5.00 per hour (two hour minimum).

Please remember that payments must be received no later than forty-eight (48) hours in advance of your event.

If you have any questions regarding this form, contact the City Clerk's office at (309) 932 - 2555.

Tip: before you schedule your event, check the municipal calendar located on our home page ([www.galvail.gov](http://www.galvail.gov)) to make sure there are no conflicts.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_