

CITY OF OTTAWA

301 West Madison Street Ottawa, Illinois 61350

www.cityofottawa.org Phone: 815-433-0161 Fax: 815-433-2270 E-mail: reservation@cityofottawa.org

PARK/SHELTER RESERVATION FORM

PLEASE PRINT - COMPLETE ALL SECTIONS

Today's Date: _____ Phone: (____) _____

Organization: _____ Contact Person: _____

Address _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Brief description of event: _____

CHECK ONE:

- | | | | |
|--|--------------------------|--|--------------------------|
| Allen Park Shelter - "A" (east of west boat ramps) | <input type="checkbox"/> | Lincoln Douglas Park Shelter-N/S Softball Diamonds | <input type="checkbox"/> |
| Allen Park Shelter - "B" | <input type="checkbox"/> | Lincoln Douglas Park Shelter (Masinelli Field) | <input type="checkbox"/> |
| Allen Park Shelter - "C" (by toboggan run) | <input type="checkbox"/> | Kiwanis Park North Shelter | <input type="checkbox"/> |
| Allen Park Large Shelter - "D" (by east restrooms) | <input type="checkbox"/> | Kiwanis Park South Shelter | <input type="checkbox"/> |
| Allen Park Shelter - "E" (by sidewalk) | <input type="checkbox"/> | Peck Park | <input type="checkbox"/> |
| Allen Park Shelter - "F" (by west restrooms) | <input type="checkbox"/> | **Rigden Park | <input type="checkbox"/> |
| Allen Park Shelter - "G" (by playground) | <input type="checkbox"/> | **Thornton Park | <input type="checkbox"/> |
| Allen Park Large Shelter - "H"(west of railroad trestle) | <input type="checkbox"/> | **Turnberry Park Shelter | <input type="checkbox"/> |
| Allen Park Small Shelter-"I" (east of railroad trestle) | <input type="checkbox"/> | Walsh Park Shelter "K" (volleyball court) | <input type="checkbox"/> |
| Allen Park Shelter-"J" (east of west boat ramps) | <input type="checkbox"/> | **Walsh Park Shelter "L" (Lions Club) | <input type="checkbox"/> |
| **Eastside Park Shelter | <input type="checkbox"/> | Walsh Park Shelter "M" (along Bellevue Ave) | <input type="checkbox"/> |
| **Fox River Park Shelter | <input type="checkbox"/> | Walsh Park Shelter "N" (along Bellevue Ave) | <input type="checkbox"/> |
| **Hollywood Park Shelter | <input type="checkbox"/> | Walsh Park Shelter "O" (basketball court) | <input type="checkbox"/> |
| Jordan Block Lawn area | <input type="checkbox"/> | *Washington Square (no shelter) | <input type="checkbox"/> |
| Lincoln Douglas Park Shelter (Little League) | <input type="checkbox"/> | Other _____ | <input type="checkbox"/> |

*Please indicate what area of the park: _____ ** Indicates electricity available

Will you be selling any items? Yes* No *If yes, Illinois Sales Tax must be collected and is the responsibility of each vendor to report all sales to the Illinois Department of Revenue.

Reservation Date _____ Number of persons expected _____

Expected time of arrival _____ Departure _____

This form must be received at least 2 weeks prior to the reservation date.

The above named group agrees to abide by all applicable city ordinances. Groups are reminded that their reservation is for the shelter area only. Other park facilities are open to public use. You are responsible to abide by the policies set forth on the attached Park/Shelter/Pool Reservation Policy.

In the event that this reservation is changed or cancelled, please contact City Hall at 815-433-0161, extension 131.

Return form to City Hall, 301 W. Madison St., Ottawa, IL 61350; Fax 815-433-2270; e-mail reservation@cityofottawa.org

Signature _____

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Park/Shelter Reservation Policy

- Reservations will be taken on a first come first serve basis.
- A *Park/Shelter Reservation* form must be submitted two weeks prior to the event.
- Please contact 815-433-0161, extension 131 to cancel a reservation or make special arrangements.
- Confirmation of the reservation will be sent to you.
- No alcohol is permitted in City parks.
- City parks close at dusk, with the exception of Washington Square, Allen Park, and Fox River Park which close at 10:00 p.m.
- You are responsible for picking up all trash, including table coverings and decorations and placing in trash receptacles.
- “Reserved” signs to be placed on the shelter will be provided.