



VILLAGE PROPERTY RESERVATION APPLICATION FORM

Please circle one: Oswego Police Headquarters Oswego Public Works Facility
 Oswego Village Hall Oswego Village Hall Gazebo

Group Name: _____ Type of Organization: _____

Contact Name: _____

Address: _____ City: _____ Zip: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Daytime Fax Number: _____ E-mail Address: _____

Number of Chairs Requested: _____ Number of Tables Requested: _____

Please circle the applicable answers:

Will beverages be served? Yes No
Will food be served? Yes No

Community Rooms Only:

Will your group require the use of the kitchen? Yes No
Will your group require the use of the podium? Yes No

Date Requested: _____ Event Times – Start: _____ Finish: _____

When requesting event time, please be sure to include adequate time for your group's setup and cleanup.

Total Estimated Attendance: _____ Number of Children: _____ Number of Adults: _____

Brief Description of the Nature of the Event: _____

By completing this application, the applicant agrees that they have read and will abide by the Village of Oswego Property Reservation Policies and to indemnify, hold harmless, and defend the Village of Oswego from and against any and all personal injuries and/or loss of personal property sustained by the applicant and attendees arising during the event reserved on Village property.

Please return the completed the application to the Village of Oswego, Attn. Executive Assistant, 100 Parkers Mill, Oswego, Illinois 60543. If you have any questions, please call (630) 554-3618.

Signature: _____ Date: _____

For Office Use Only:

Date Application Received: _____ Date Deposit Charged: _____
Date Approved or Denied: _____ Date of Approval/Denial Notification: _____
Date Police Department Notified: _____ Date Public Works Notified: _____
Date Fees and Insurance Receive Amount: _____ Date Deposit Returned: _____