

Lake Storey Pavilion Rental Application



Event Information

Event Name: _____

Type of Event: ☐ Community Event ☐ Meeting/Class ☐ Party ☐ Reception/Wedding ☐ Reunion
☐ Other (explain: _____)

Event Logistics: Estimated # of Attendees: _____ Fee charged to attend? ☐ Fee :\$_____

Layout: ☐ Standard Reception ☐ Standard Wedding ☐ Standard Classroom ☐ Standard Theater
(for standard layouts see examples on last page—we will adjust the total number of tables/chairs based on the estimated number of attendees)
☐ Custom (please indicate the required amount of tables/seats below; specific layouts may be provided, but must be given to the office no later than 15 days prior to your event)

Guest Seating: ☐ Round Tables ☐ Banquet Tables ☐ Chairs per Table (8 recommended)
Additional tables: ☐ Alcohol ☐ Cake/Dessert ☐ Cocktail Tables ☐ Entry/Foyer Registration
☐ Food & Beverage ☐ Gift Table ☐ Guest Book ☐ Head Table(s)
☐ Handout ☐ Other: _____

Additional Services: ☐ DVD Player & TV ☐ Easel(s) ☐ Flag ☐ Microphone
☐ Projection Screen ☐ Projector (no computer provided)

Will your event take place in other locations in the park? ☐ No ☐ Yes (explain: _____)
Will your event use the Pavilion as a rain reserve? ☐ No ☐ Yes (if yes, include rain reserve times in rental times below)

Date of Event(s): _____

Day of Event(s): _____

Times of Event: ☐ Standard 1 day wedding (8-10am setup + 3pm-12am event)
☐ Standard 2 day wedding (12-5pm Friday setup + 3pm-12am Saturday event)
☐ Custom (indicated below - note all setup/cleaning is included in your rental time)

Day 1 Times

Set up start time: _____	Event start time: _____	Clean up start time: _____
Set up end time: _____	Event end time: _____	Clean up end time: _____
Total setup time: _____	Total event time: _____	Total clean up time: _____

Day 2 Times (if needed)

Set up start time: _____	Event start time: _____	Clean up start time: _____
Set up end time: _____	Event end time: _____	Clean up end time: _____
Total setup time: _____	Total event time: _____	Total clean up time: _____

Be sure to factor in all of your vendors' setup & cleanup time requirements in your rental time

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Lessee/Organization Contact Information

Organization Name (if applicable): _____

Contact/Lessee Name: _____

First

Last

Address: _____
Street City State Zip

Phone: _____
Work Home Cell

Email: _____
(approved agreements will be sent to this email)

Additional Contact Information (bridal parties only)

Bride/Groom: _____

First

Last

Address: _____
Street City State Zip

Phone: _____
Work Home Cell

Email: _____

Bride/Groom: _____

First

Last

Address: _____
Street City State Zip

Phone: _____
Work Home Cell

Email: _____

Vendor Information (complete all applicable information)

Food Vendor ☐ No ☐ Yes (if yes please provide below information)

Name of Vendor: _____ Phone: _____

Address: _____
Street City State Zip

Arrival Time: _____ Time Served: _____ Departure Time: _____
From To

Alcohol Vendor ☐ No ☐ Yes (if yes please provide below information)

Name of Vendor: _____ Phone: _____

Address: _____
Street City State Zip

Arrival Time: _____ Time served: _____ Departure Time: _____
(alcohol cannot be left unattended) (service must be ended 1 hour prior to event end time)

Cash Bar ☐ Open Bar ☐ Wine on Table ☐ # of Kegs _____

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Vendor Information Continued

Please compare your arrival times with your rental times. All access to the facility is included in your rental times. This includes vendor set up, drop offs, and pick ups.

Photographer ___ No ___ Yes (if yes please provide below information)

Name of Vendor: _____ Phone: _____ Arrival Time: _____

Florist/Decorator ___ No ___ Yes (if yes please provide below information)

Name of Vendor: _____ Phone: _____ Arrival Time: _____

DJ ___ No ___ Yes (if yes please provide below information)

Name of Vendor: _____ Phone: _____ Arrival Time: _____

Cake/Dessert ___ No ___ Yes (if yes please provide below information)

Name of Vendor: _____ Phone: _____ Arrival Time: _____

Agreement

I, the undersigned agree to reserve the upper level at the Lake Storey Pavilion located at Lake Storey in Galesburg, Illinois per the above mentioned terms. The remaining balance is due 60 days prior to last week day prior to my event. I understand that alcohol is allowed at the Lake Storey Pavilion ballroom, in conjunction with the City of Galesburg Ordinance Numbers, 12-3361 and 12-3362. I may bring in food for use at the Lake Storey Pavilion. If I sell food, or have the food catered, the caterer, or I, must comply with all Knox County Health Department rules. I understand that I am personally responsible for any damage to the reserved space. I agree to comply with all the Lake Storey Pavilion general information and rules provided to me in the contract.

Lessee's Printed Name

Lessee's Signature

Date

Submit completed applications to:

City of Galesburg Parks and Recreation
Attn: Lake Storey Pavilion Rental
P.O. Box 1387
Galesburg, IL 61402
Phone: 309/345-3683 Fax: 309/343-2311
Email: recinfo@ci.galesburg.il.us

Online Payments Now Available

Once application has been returned, you may make payments online at www.amilia.com (If you paid in person, we will set up an account using the email you provided – look for an invitation email.)

A submitted application does not guarantee the pavilion is reserved. Please confirm date availability with the office prior to submission and deposit payment. A non-refundable deposit of \$100 (M-Th) or \$250 (F-Su) per date is required to reserve the pavilion.

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Standard Layouts These are not drawn to scale. They are approximate representations of what our standard layouts look like. We can fit up to 28 rounds in the banquet room and up to 10 chairs per round table. We have 30 8 foot banquet tables available with up to 8 chairs per banquet table. Style of layout will be adjusted slightly to reflect the total number of attendees you have. This may include offsetting the round tables rather than straight lines and increasing the number of chairs per table. Linens are required on all tables and linen fee is additional cost

