

The Savanna Park District has a variety of facilities available for gatherings such as reunions, picnics, weddings and other group functions. Outdoor shelters are available on a **“first-come, first-served”** basis to the general public, unless reserved and paid for in advance through the District Office. This can be done at the Savanna Park District Office (225 Bowen Street) or through the mail. If you have any questions, please contact the District Office at 815-273-4487. Rental fees are required to be paid in full at the time of reservation.

**To reserve one of the shelters at Old Mill Park please complete this form and return with payment:**

**Date and Time of the event (and if additional time is needed for set-up or cleaning):**

\_\_\_\_\_

**Name of Shelter:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone number & Best Time to Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Payment Amount:** \_\_\_\_\_

**Name of Shelters** — Plum Pavilion is \$30 to reserve, all other shelters are \$25

Plum Pavilion - (At the middle of park)

The Oaks Pavilion - (At front of park)

The Woods Pavilion - (Near Tennis Courts)

Mennenga Pavilion East (Near the Nature Trail)

Mennenga Pavilion West (Near back playground)

**Facility Rental Cancellation Policy**

If your group must cancel a reservation, the following policy is in effect:

2 or more weeks' notice.....Full refund

Less than 2 weeks' notice.....No refund

**Checks can be made out to: Savanna Park District**

**Mail to: Savanna Park District, P.O. Box 329, Savanna, IL 61074**

**For Office Use only**.....

Paid (circle): CK Cash Amount: \_\_\_\_\_ Date: \_\_\_\_\_ received by (initial): \_\_\_\_\_

Copy 1: Office Copy 2: Park Superintendent Copy 3: Contact Person upon full payment of reservation