

MACON COUNTY CONSERVATION DISTRICT  
RESERVATION REQUEST FORM FOR  
**GOVERNOR OGLESBY MANSION**

Name of Group: \_\_\_\_\_ # in group: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

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

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Date of Reservation: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Your Caterer: \_\_\_\_\_

<b>Rates:</b> (please check and total fee where indicated)	<b>Total Your Order</b>
Reservation up to 46 persons for minimum of two hours	\$200.00 _____
Parties larger than 46 – \$5 per extra person	\$ _____
Refundable damage deposit	\$100.00 _____
<b>TOTAL YOUR REQUEST</b>	\$ _____

Please sign the waiver on the back and return with your check for the total price made payable to Governor Oglesby Mansion. Refundable damage deposit for \$100.00 may be submitted in a separate check for ease in refunding, if so desired. **Reservations will be confirmed when payment is received.**

**Governor Oglesby Mansion, Inc.  
Macon County Conservation District**

**WAIVER FORM**

I do hereby waive, release and hold harmless, the Macon County Conservation District and the Governor Oglesby Mansion, Inc., from any and all liability including, without limitation to, liability for any physical or mental injury or aggravation of any pre-existing illness or handicap, property damage or losses, and for any other liability or injury which may be sustained.

In making application for the use of facilities at the Governor Oglesby Mansion, I agree to be responsible for any breakage or damage to the building or its contents. I further agree to leave the building in the condition in which I find it. I understand the rules for building use and will fully comply with them.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date