

Macon County Conservation District
Reservation Request Form for Governor Oglesby Mansion

Name of Group: _____ # in group: _____

Name of Responsible Party: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone: (h) _____ (c) _____

Date of Reservation: _____ Arrival Time: _____ Departure: _____

Your Caterer: _____

Enter information (if any) and add the total fee for your event:

Reservation for two (2) hour minimum rental @ \$100.00 per hour: \$ 200.00

Parties larger than 46 persons – Add \$5.00 per extra person: \$

Events held over two (2) hours – Add \$50.00 for each extra hour: \$

Refundable security deposit: \$ 100.00

Total Rental Fee: \$

Please sign the waiver included with this form. Send your reservation request form, signed waiver, security deposit, and rental fee to Macon County Conservation District, 3939 Nearing Lane, Decatur, IL 62521. Checks should be made payable to Governor Oglesby Mansion, Inc. (Security deposit for \$100.00 may be submitted in a separate check for ease in refunding, if so desired.)

Reservation will be confirmed when payment is received.

Governor Oglesby Mansion, Inc.
Macon County Conservation District

Governor Oglesby Mansion 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 preexisting 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 Person

Date