

# Garden Club of Evanston

## Shakespeare Garden

### Wedding/Event Reservation Request Form

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Preferred Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Date Requested \_\_\_\_\_ Type of Event \_\_\_\_\_

Time of Event ( from) \_\_\_\_\_ (to) \_\_\_\_\_ # of Guests \_\_\_\_\_

Briefly describe your event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reservation will be confirmed when a fee of \$500 is received.  
Please make check payable to "The Garden Club of Evanston"

Check received on \_\_\_\_\_ by \_\_\_\_\_

Confirmation email sent on \_\_\_\_\_ by \_\_\_\_\_

Garden Team notified on \_\_\_\_\_ by \_\_\_\_\_