



Evelyn's Park Conservancy Event Center Reservation Policy

Confirmed Reservations - The only thing that will confirm and secure the reservation is the receipt of a paid Reservation Fee. One (1) date may be secured per paid Reservation fee.

Reservation Lead time- May Reserve Date up to two (2) years in advance.

Reservation Fee - \$1,000; Non-refundable after four (4) weeks. Remainder of rental fee is due in full no less than 60 days in advance of the event date. The reservation fee is non-refundable if the reservation is made within 45 days or less from the event date. The Reservation Fee is applied to the Event Rental fee.

Reservation Changes- May change reservation date within one (1) year to another available date without a change fee.

Change Fee- After one (1) year there is a \$500 change fee; may change reserved date to another available date that is within one (1) year of the originally reserved date.