

**Peck Farm Park**  
Geneva Park District  
4038 Kaneville Road  
Geneva, IL 60134  
**Phone: (630) 262-8244 Fax: (630) 232-4569**

**Preliminary Application Peck Farm Park Facility Rental**

Name of Applicant \_\_\_\_\_ Today's Date \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_ Day phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Eve. phone \_\_\_\_\_

Official Position (if applicable) \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Hours requested\* \_\_\_\_\_ a.m. or p.m. to \_\_\_\_\_ a.m. or p.m.

**\*Hours requested should include set up/clean up time.**

Type of function \_\_\_\_\_

Is this group/organization within the Geneva Park District? YES \_\_\_\_\_ NO \_\_\_\_\_

Will money be collected? YES \_\_\_\_\_ NO \_\_\_\_\_ If so, what will the money be used for? \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Capacity:	Orientation Barn:	Up to 45
	Picnic Shelter/Circle	Up to 80 (8 picnic tables)
	3-Sided Barn	Up to 80 (8 picnic tables)

Rooms / Areas Requested:

- ☐ Orientation Barn    ☐ Picnic Shelter/ George's Circle    ☐ 3-Sided Barn  
☐ Full facility: Includes Orientation Barn, Picnic Shelter/Circle, 3-Sided Barn, use of the courtyard and access to the Peck house kitchen facilities. (Grounds still open to the public)

What type of decorations will be used (**Please note: Balloons are not allowed**) \_\_\_\_\_

Are refreshments to be served? ☐ No    ☐ Yes    If, Yes ☐ Beverages    ☐ Snacks    ☐ Full meals

Will liquor be served? ☐ YES    ☐ NO

\*Liquor to be served from \_\_\_\_\_ P.M. to \_\_\_\_\_ P.M.

Group is responsible for decorating and general clean-up.

\*Preliminary application must be returned to Peck Farm as soon as possible but no later than 14 days prior to requested event.

As authorized representative of the above-named group/organization, I hereby request the use of park facilities as indicated and agree to the fulfillment of regulations and payments governing the use of these facilities as outlined in the Building Use Policy and the Park Code. As authorized representative of the above-named group/organization, I agree to personally coordinate and supervise the use of the facility to include set up, deliveries and cleanup.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

DEPOSIT \_\_\_\_\_

☐ Liquor certificate received

RENTAL FEE \_\_\_\_\_

☐ Police confirmation received

**PAYMENT TYPE**

☐ Check    ☐ Cash

Card Number

**3 Digit Security Code** \_\_\_\_\_

Exp. Date

☐ Visa

☐ MC

☐ Discover

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Rules and Regulations**

**RENTER AGREES TO THE FOLLOWING:**

- Pay for all rental fees and deposits at the time the reservation request is made. Entering the rented space before your contracted rental time or occupying the space after your contracted rental time, may result in additional time being charged, regardless if the space is otherwise in use.
- Pay for any and all damages/excessive cleaning required for which you OR your guests are responsible.
- To conduct any and all activities in an orderly manner.
- Decorations may be attached to the ceiling or walls of the room being rented with sticky tack or poster putty. **NO TAPE, STAPLES, TACKS, SCREWS OR NAILS ARE PERMITTED.** All decorations must be removed immediately following the event. The Geneva Park District does not furnish a ladder. Tables or chairs will not be used as a ladder. All decorations must receive prior approval from Peck Manager or Superintendent of Recreation
- All beverages must be served in plastic containers or cans. Glass bottles are not permitted.
- Cancellations made 10 days or less prior to the rental date will forfeit their deposit.
- **If liquor is to be served, a certificate of insurance must be obtained from [www.eventhelper.com](http://www.eventhelper.com) and submitted to Peck Farm within 48 hours of receiving your rental confirmation.**
- No more than 3 designated adults are allowed in the liquor serving area. For your protection it is highly recommended that a bartender dispenses drinks. An experienced bartender may be required by the park district. You are reminded that it is illegal for alcohol to be served to anyone under the age of 21.
- The consumption and distribution of alcohol is limited to the room or rooms rented in the facility.
- An off-duty police officer or park district employee or both may be required to be on duty at the time renters or users are allowed to dispense and consume alcohol.
- A security deposit of \$100 is required for rentals with no alcohol (except birthday party packages) for possible damage or clean-up costs. The renter is advised that they are responsible for the behavior of their guests. The presence of alcohol, even when brought by a guest, may result in the loss of the security deposit.
- A security deposit of between \$250-\$500 is required for possible damage or clean-up costs when alcohol is present. Contact Peck manager for more details.
- Renter is to report to staff on duty immediately upon arriving at Peck Farm, before using the rental space. Please report to the Peck House.
- All parking must be in the designated parking lot and parking stalls. Cars are not allowed in the Peck House driveway or along Kaneville Road. Under no circumstances may vehicles drive on the courtyard pavers.

- **Driveways and service roads cannot be used by renters/vendors to load/unload supplies.** A cart will be provided to renters to move supplies to/from the parking lot. Vendors (such as caterers) must supply their own cart.
- No portable grills, cooking, open flames or griddles are allowed anywhere in the facilities or outdoor areas.
- **Balloons and confetti are not permitted on the grounds, due to the harm they cause to the environment.**
- All park district rules, regulations and ordinances shall apply to all users of the Peck Farm Park facilities and grounds.
- **Smoking is not permitted on Geneva Park District property.**
- Permission for use of a public address system, loud speakers or amplified music must be obtained from the park district.
- Shoes, shirts, and pants or other appropriate attire must be worn before entering the facility.
- The park district does not assume responsibility for loss of personal property or personal injury to a group using the facility.
- Animals or pets are not allowed in the Orientation Barn. Pets must be leashed on all Park District property.
- Soliciting shall not take place on park district property without the prior permission of the park district.
- To sell, exchange any goods, wares or merchandise of any kind requires written consent must be obtained from the Geneva Park District.
- All mechanical, technical, and thermostat adjustments will be handled by Peck Farm Park staff.
- The Geneva Park District reserves the right to make changes to rules, regulations, and fees with no prior public notice.
- All State, County, City and Park District laws, rules, and regulations are in effect.
- The following additional fees apply:  
 There is a \$25 fee/per hour for all events that extend past 5 pm, daily.  
 There is an additional \$100 charge for rentals on Sundays November through April.

I HAVE THOROUGHLY READ THESE RULES AND REGULATIONS AND AGREE TO FOLLOW ALL SUCH RULES AND REGULATIONS OF THE GENEVA PARK DISTRICT. I ALSO AGREE THAT I AM RESPONSIBLE FOR THE ACTION OF ANYONE ATTENDING MY SCHEDULED EVENT.

I FURTHER UNDERSTAND THAT THE SECURITY DEPOSIT WILL BE FORFEIGHT FOR FAILING TO ABIDE BY THE FACILITY RENTAL RULES & REGULATIONS.

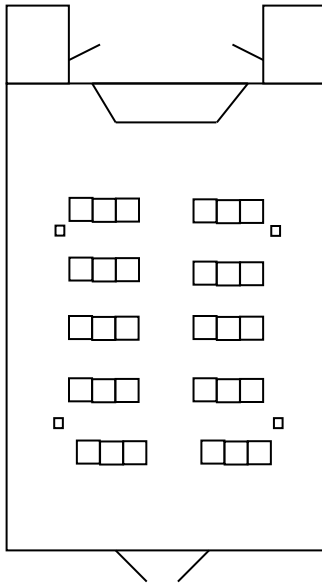
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(DATE)

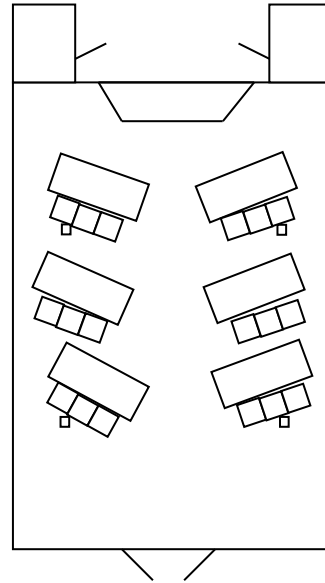
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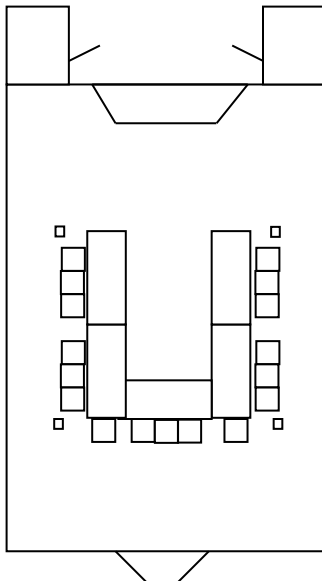
Table set up request  
**Orientation Barn Rentals ONLY**  
Please circle one



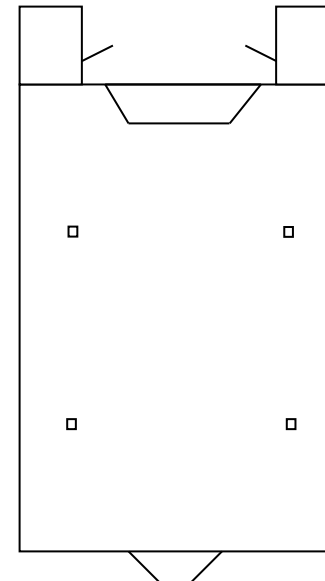
**Stadium Style**  
Up to 45 chairs



**Classroom Style**  
Up to 36 people



**U-Shape Style**  
Up to 25 people



**Other**  
Set up must be approved by  
Peck Farm staff