



Peck Farm Park Birthday Party Reservation Form

Return along with signed PFP Building Rental Rules Form.

Note: Weekday parties during summer camp season may only be available 4-5:30pm in the picnic shelter

Date of Party: _____

Time of Party: 10:30am-12pm (10% discount) 1pm-2:30pm 3:30pm-5pm
(Arrival up to 30 minutes before party start for decorating)

Child's Name: _____ Age: _____ M F

Parent/Guardian _____ Today's Date _____ Email: _____

Address _____ Day phone _____

City, State, Zip _____ Eve. phone _____

Party Location Orientation Barn *Offered year-round (Guest limit may apply)*
 3-Sided Barn *April-October*
 Picnic Shelter *April-October*

Party Package: Pirates of the Prairie \$175 (N/R \$200)
 An exciting scavenger hunt around Peck Farm to find hidden tokens and create a secret treasure chest! *(Extra adults may need to help with activity)*

Jr. Naturalist Party \$225 (N/R \$250)
 Build and paint a wooden birdhouse then take a hike in the prairie to see some of the many exciting birds that call Peck home.

Reptiles Rock! \$175 (N/R \$200)
 Learn about the reptiles that live around Peck Farm Park, and meet our resident corn snake. We'll also spend time slithering around Hawks Hollow and exploring places snakes call home.

Garden Party \$225 (N/R \$250) *(Seasonal- May-September)*
 Paint a ceramic flower pot then visit our potting bench to fill it with dirt and plant a seed. You'll also visit our sensory garden and try using your senses to experience plants.

Bugs and Butterflies \$200 (N/R \$225) *(Seasonal- June-mid-September)*
 Make an insect craft, go for a hike to meet some insects and then visit the Butterfly House to see some amazing butterflies up close.

Party package activities accommodate a maximum of 15 participants.

All party packages include:

- Either:
 - Orientation Barn- Six tables with black cloth tablecloths and seating for 4 people each,
OR
 - 3-Sided Barn/Picnic Shelter – Eight picnic tables that seat 8-10 people (tablecloths not provided)
- Picnic table/counter space for food and/or gifts
- 45-minute craft/activity led by one of our professional staff suitable for children 4-10 years old
- 45-minute celebration time for eating, singing and opening presents
- Set up/clean up assistance from staff

Please note:

- Parties provide their own food/cake/decorations/paper goods and handle their own set-up/clean up (with staff assistance)
- Parties with more than ten children or very young children, will require an additional adult to help with activities.
- **All usual rental rules apply. Please see rental contract below for details.**
- There is an additional \$100 charge for parties held on Sundays November through April.
- Non-residents add \$25 to the package price, as shown.

Additional Information: _____

Peck Farm Park

Rules and Regulations

RENTER AGREES TO THE FOLLOWING:

- Pay for all rental fees and deposits at the time the reservation request is made.
- 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 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. 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. Unloading of supplies may be done using the staff service road when guided by a member of Peck staff.
- No portable grills or griddles are allowed in the facilities.
- **Balloons and confetti are not permitted on the grounds.**

- 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 or loud speakers 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 within the center 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/parties 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 FORFEIT FOR FAILING TO ABIDE BY THE FACILITY RENTAL RULES & REGULATIONS.

_____ (DATE)

_____ (SIGNATURE)

PAYMENT TYPE	<input type="checkbox"/> Check	<input type="checkbox"/> Cash	<input type="checkbox"/> Visa	<input type="checkbox"/> MC	<input type="checkbox"/> Discover	<input type="checkbox"/> Signature	_____	Date _____
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Card Number 3 Digit <u>Security Code</u>	Exp. Date