

Peck Farm Park
Geneva Park District
4038 Kaneville Road
Geneva, IL 60134

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 and submitted to Peck Farm within 48 hours of receiving your rental confirmation. Failure to provide permit could result in denial or rental.**
- 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.
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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.

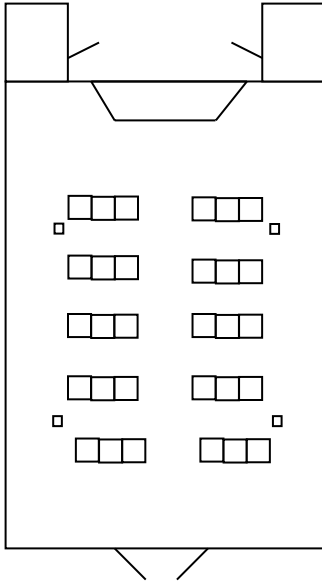
I FURTHER UNDERSTAND THAT THE SECURITY DEPOSIT WILL BE FORFEIGHT FOR FAILING TO ABIDE BY THE FACILITY RENTAL RULES & REGULATIONS.

(DATE)

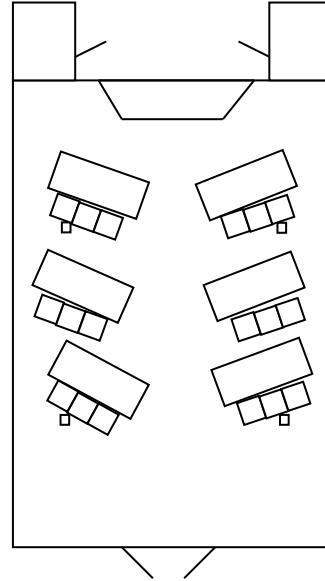
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Table set up request
Orientation Barn Rentals ONLY

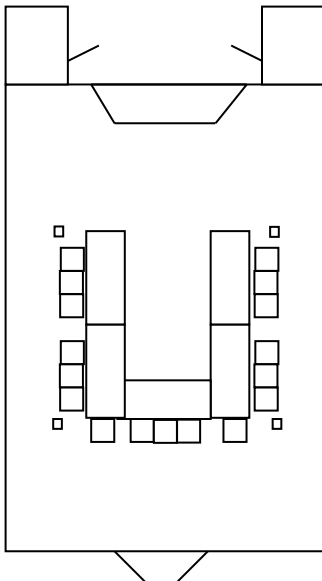
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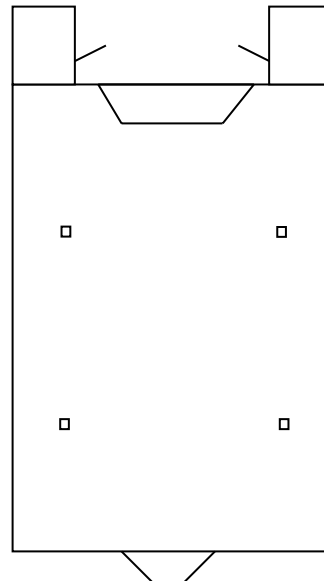
Stadium Style
Up to 45 chairs



Classroom Style
Up to 36 people



U-Shape Style
Up to 25 people



Other
Set up must be approved by
Peck Farm staff