



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

**Set-up Application for Building Rental**

Name of Person / Organization \_\_\_\_\_

Date of Rental Requested \_\_\_\_\_

Hours\*:

Event \_\_\_\_\_ AM \_\_\_\_\_ AM  
PM to \_\_\_\_\_ PM

Liquor to be served \_\_\_\_\_ AM \_\_\_\_\_ AM  
PM to \_\_\_\_\_ PM

Police officer required during these hours \_\_\_\_\_

\* Hours of rental should include time for set up and clean up.

Rooms / Areas Requested:

Orientation Barn     Picnic Shelter     3-Sided Barn

These areas only available as an addition to one of the above items.

Peck Courtyard     Peck Kitchen

Equipment Requested (Orientation Barn only):

Podium (1 max.) \_\_\_\_\_ Chairs requested (45 max.) \_\_\_\_\_

Data Projector/DVD/VCR \_\_\_\_\_ Screen (1 max.) \_\_\_\_\_

Tables requested (6 max.) \_\_\_\_\_

**Please check your requested table and chair set up on the back of this sheet.**

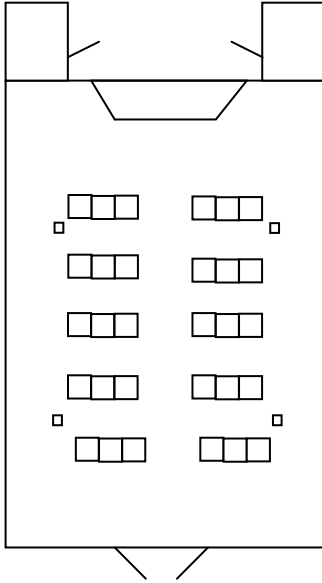
I, \_\_\_\_\_, representing \_\_\_\_\_  
agree to reimburse the Geneva Park District for securing an off-duty police officer (if required), a building attendant and any damages to the building or equipment. I am aware of all rules and regulations regarding the building use and the dispensing of and consumption of alcoholic beverages.

\_\_\_\_\_  
Signature

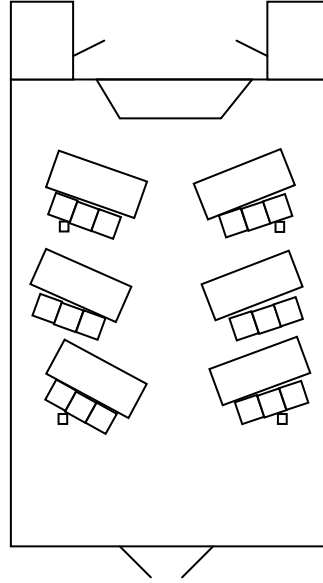
\_\_\_\_\_  
Date

# Orientation Barn Set-ups

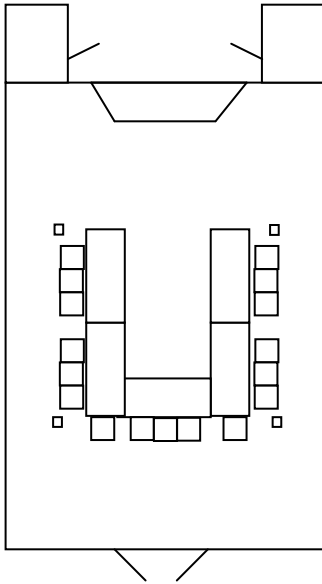
Please circle one



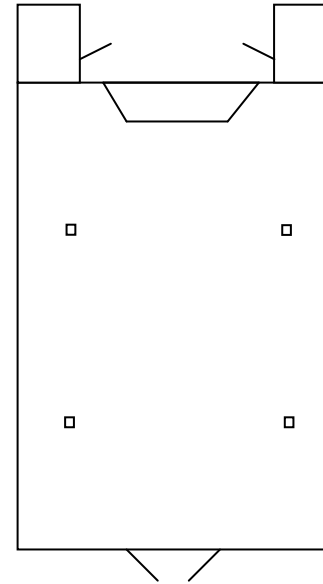
**Stadium Style**  
Up to 45 chairs



**Classroom Style**  
Up to 36 people



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



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

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**Rules and Regulations**

RENTER AGREES TO THE FOLLOWING:

1. Pay for all rental fees and deposits at the time the reservation request is made.
2. Pay for any and all damages/excessive cleaning required for which you or your guests are responsible.
3. To conduct any and all activities in an orderly manner.
4. 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 Director or Superintendent of Natural Areas and Interpretation.
5. Cleaning of all equipment that you request shall be completed immediately after the event. This includes tables, chairs, podiums, etc.
6. All beverages must be served in plastic containers or cans. Glass bottles are not permitted.
7. Cancellations made 10 days or less prior to the rental date will forfeit their deposit.
8. A permit and Certificate of Insurance must be obtained from the Geneva Park District if liquor is to be served.
9. No more than 3 designated adults are allowed in the liquor serving area. For your protection it is highly recommended that a bartender dispense 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.
10. The consumption and distribution of alcohol is limited to the room or rooms rented in the facility.
11. 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.
12. Dispensing of alcoholic beverages will be limited and determined by the number of people attending the event and the hours of the event. The park district will determine this formula.
13. Renters who wish to serve alcoholic beverages will have to provide Liquor Liability/Dram Shop Insurance. Insurance must be acquired through the Geneva Park District. Fees range from \$180 - \$300 depending on type and size of event. A \$500 deposit is also required for possible damages when alcohol is present.
14. Renter is to report to staff on duty immediately upon arriving at Peck Farm. Please report to the Peck House.
15. 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. Unloading of supplies may be done using the staff service road accessed through the main parking lot between the handicapped parking.
16. No portable gas grills or griddles are allowed in the facilities.

17. Confetti is not permitted.
18. All park district rules, regulations and ordinances shall apply to all users of the Peck Farm Park facilities and grounds.
19. Smoking is not permitted on Geneva Park District property.
20. Permission for use of a public address system or loud speakers must be obtained from the park district.
21. Shoes, shirts, and pants or other appropriate attire must be worn before entering the facility.
22. The park district does not assume responsibility for loss of personal property or personal injury to a group using the facility.
23. Animals or pets are not allowed in the Orientation Barn. Pets must be leashed on all Park District property.
24. Soliciting shall not take place within the center without the prior permission of the park district.
25. To sell, exchange any goods, wares or merchandise of any kind requires written consent must be obtained from the Geneva Park District.
26. All mechanical, technical, and thermostat adjustments will be handled by Peck Farm Park staff.
27. The Geneva Park District reserves the right to make changes to rules, regulations, and fees with no prior public notice.
28. All State, County, City and Park District laws, rules, and regulations are in effect.

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 I MAY BE CHARGED \$20 PER VIOLATION FROM THE SECURITY DEPOSIT FOR FAILING TO ABIDE BY THE BUILDING RENTAL RULES & REGULATIONS.

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(DATE)

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(SIGNATURE)