



Applicant Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

SPACE & USE

1. Indicate the room(s) you want to reserve:

- Farm House Main Room  Farm House Classroom A  Farm House Classroom B  Education Barn Farm Room

2. Indicate how you will use the space (mark all that apply):

- Meeting  Class/Lesson  Rehearsal  Party  Other (specify): \_\_\_\_\_

3. Will you be serving food?  No  Yes

- If yes, who is providing?  Group member  Caterer Drop-off only  Caterer serving on-site (permits are required; see Rental Guidelines)

4. Are you aware that alcohol is prohibited at Kelsey Creek Farm Park  Yes

5. Will there be music?  No  Yes

- If yes, who is providing?  DJ  Live - List instruments: \_\_\_\_\_

6. Will you be collecting admissions?  No  Yes Estimated Amount: \_\_\_\_\_

7. Will you be selling concessions?  No  Yes Vendor Name: \_\_\_\_\_

EQUIPMENT

8. Describe any decorations, equipment or delivery for your event: \_\_\_\_\_

9. On-site Kelsey Creek Farm Park equipment to be used (mark all that apply):

- Chairs (20 of each available)  6 ft rectangular tables (5 available) # child chairs requested \_\_\_\_\_ # tables requested \_\_\_\_\_ # adult chairs requested \_\_\_\_\_

10. Kitchen equipment needed: (mark all that apply):

- Microwave  Refrigerator/Freezer

RULES & REGULATIONS SPECIFIC TO THIS FACILITY (initial each)

- \_\_\_\_\_ Hours: Rentals must end and premise must be vacated by scheduled time. \_\_\_\_\_ Sound: Music must not be heard outside and must cease by 10 p.m. \_\_\_\_\_ Furnishings: The room has an inventoried set number of tables and chairs available. Table coverings are required. It is the responsibility of the renter to set up and move tables and chairs for their purpose. Please return all furnishings to their original location before leaving the facility as well as any equipment used. \_\_\_\_\_ Trash: Empty trash cans and recycling bins into dumpsters located in parking lot. \_\_\_\_\_ Dogs: Dogs are not allowed in the Barnyard Area or indoor spaces. All pets must be leashed and never left unattended. \_\_\_\_\_ When visiting the barnyard: While in the Barnyard Area, your group must not exceed 15 at one time. Do not feed the farm animals or wild fowl in the park. \_\_\_\_\_ Facility Rental Information: I have read and understand the "Facility Rental Guidelines" document.

CONTACT INFORMATION