



Applicant Name: _____

Date of Event: _____

SPACE & USE

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

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

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

- checkbox Meeting checkbox Class/Lesson checkbox Rehearsal checkbox Party checkbox Other (specify): _____

3. Will you be serving food? checkbox No checkbox Yes

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

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

5. Will there be music? checkbox No checkbox Yes

- If yes, who is providing? checkbox DJ checkbox Live - List instruments: _____

6. Will you be collecting admissions? checkbox No checkbox Yes Estimated Amount: _____

7. Will you be selling concessions? checkbox No checkbox 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):

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

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

- checkbox Microwave checkbox Refrigerator/Freezer

RULES & REGULATIONS SPECIFIC TO THIS FACILITY (initial each)

- Hours: Rentals must end no later than 10 p.m. and premise must be vacated no later than 10:15 p.m. 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 allowed in the park, but not in the Barnyard Area. All pets must be leashed and never left unattended. When visiting the barnyard: While in the Barnyard Area, your group must not exceed 20 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