



Applicant: _____

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 Heritage Room 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 (30 available) 6 ft rectangular tables (7 available)
- # child chairs requested _____ # tables requested _____
- # adult chairs requested _____

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

- Microwave Refrigerator/Freezer 42 Cup Coffee Urn Stove/Oven

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
