

Kendall County Forest Preserve District HOOVER OVERNIGHT RENTAL REQUEST FORM

Office Use Only
Permit # _____
Date Submitted _____
Issue Date _____

Instructions

- This form is to be completed in its entirety and can be faxed to 630-553-4023 or sent by e-mail to: rantrim@co.kendall.il.us. Rental requests are required one(1) week in advance of requested event date.
- You will be notified by e-mail if the date you requested for your event is not available.
- The Rental Request will be entered into our reservation calendar and two (2) copies of the permit will be sent out.
- **Receipt of the signed permit, security deposit and full payment is required 60 calendar days prior to your event date.**
- **A signed Permit and the Security Deposit is required before a reservation is considered secure.**
- Bunkhouse Security Deposits are \$100.00 for each bunkhouse rental. This security deposit is due at the time of the request in order to secure the reservation.

Permittee Information *(Applicants must be 21 or older and attend the event)*

Name _____
 Street Address _____
 City _____ State _____ Zip _____ Kendall Resident? Yes No
 Phone # *(two numbers are required)* Cell: _____ Other: _____
 E-mail: _____

Requested Site

Bunkhouse: Kingfisher Moonseed Blazing Star
 Group Campsite: Site A Site B Site C
 Family Campsite: *Site will be assigned at check-in*

Requested Date

Event Date & Time: _____ Check-in: **between 3:00 pm and 8:00 pm**
 Departure Date: _____ Check-out: **12:00 pm Noon**
 Number of People: _____
Bunkhouses: max limit: 32 ppl Group Sites: 30 ppl Family Sites: 6 ppl
 Additional Daytime guests? _____

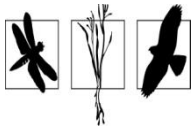
Type of Group: *please circle:* Family, Organization, Church, School, Scout, etc.
Non-family events require Certificate of Insurance

Name of Event *(Scout troops: please indicate Pack or Troop Number & Council)*

Firewood: *Must be purchased from the Forest Preserve. (Collection from grounds or brought from outside is prohibited)*

Number of bundles requested: _____ **Firewood: \$25.00 / bundle**

Rental fees, cancellation policy, check-in and check-out procedures and rules and regulations are attached



Kendall County Forest Preserve District

Rental Fees

	Kendall County Resident	Non-County Resident
Bunkhouses:	\$ 150.00 per night/per bunkhouse	\$ 210.00 per night/per bunkhouse
Group Campsites:	\$ 50.00 per night/per campsite	\$ 75.00 per night/per campsite
Family Campsites:	\$ 15.00 per night/per campsite	\$ 25.00 per night/per campsite
Firewood:	\$ 25.00 per bundle	
Bunkhouse Security Deposit:	\$ 100.00 per bunkhouse rental	

Cancellation Policy

- Full Rental fee is required **60 calendar days** prior to your scheduled event.
- **Security Deposit:** 100% is retained for cancellation requests made at least 60 calendar days prior to your scheduled event.
- **Rental Payment:** 100% of your rental payment is retained for cancellation requests made within the 60 calendar days prior to your scheduled event. For cancelled events where the District retains the full rental payment, a full refund of the security deposit will be processed.
- A “one time” rescheduling of any reservation is allowed with the security deposit and rental payment applied to the rescheduled event. All rescheduled events must occur within one (1) calendar year of the date of your original event.

Check-in Procedure

- Check-in time is between 3:00 pm – 8:00 pm at the Rookery Building.
- Please call **630-774-1683** at least 30 minutes prior to arrival.
- Please arrange to have all guests arrive at the same time for orientation.
- Emergency procedure: please call: 630-774-1683. Non-emergency call-outs between 8:00 pm and 8:00 am will be charged \$40.00. Fee is due at time of call-out.
- **Night time rules:** Quiet time begins at 10:00 pm. Renters need to stay in or near their unit after 10:00 pm.

Daily Rules

- **Alcohol** is strictly prohibited in the Forest Preserves.
- Speed limit is **10 mph** throughout the preserve.
- Parking on the grass is prohibited. Use roadways and designated parking areas only.
- **Fires** are allowed only in designated fireplaces and fire rings.
- **Dogs** must be held on a leash, in hand and never tied up at any time. Dogs are not allowed in any buildings, except for service animals with advanced notification. Clean-up after your animal is required.
- Collecting or damaging plants, plant material, animal life or fungus is prohibited.
- Swimming, boating, ice fishing and ice skating are not allowed.

Check-out Procedure

- Check-out time is between 8:00 am and 12:00 pm. Call 630-774-1683 when you are ready to leave for instructions regarding your check-out.
- Please leave buildings and areas as clean as you found them.
- In the bunkhouses, place garbage in receptacle on the porch.
- At the campsites, bag and tie garbage and leave in the campsite receptacle.