

Kendall County Forest Preserve District

MEADOWHAWK LODGE 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 thirty (30) days in advance of requested event date.**
- You will be notified by e-mail if the date 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.
- **A signed Permit and the Security Deposit (50% of rental fee) is required at the time of reservation request to be considered secure.**
- **Full payment is required sixty (60) days prior to your event date.**

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

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

Requested Date

Event Date: _____
 Event Hours: _____ *available hours: 8:00 am – 10:00pm*
 Expected Attendance: _____ *(maximum 100 people)*

Event Description *(Bridal / Baby Shower, Anniversary Party, etc)*

Non-Wedding Rental Events

Preserve Staff Support Set up / Clean up YES NO
 If yes, provide number of Tables & Chairs requested _____

Client Pre & Post Event Set up / Clean up YES NO

Please provide the set up and clean up times requested _____

Additional Items & Equipment

Sound System *(\$25.00 rental fee applied)* YES NO
 Firewood *(\$25.00 rental fee applied)* YES NO
 Coffee Service *(\$60.00 fee applied)* YES NO
 Podium & Projector Screen *(included in fee)* YES NO



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Will there be entertainment? If yes, please describe.

Rental of dance floor is required for events where there will be dancing

Use of Kitchen Facility Needed?

YES

NO

Is Event to be catered? If yes, you are required to use our Approved Caterers. A list will be provided upon request.

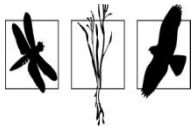
Any Additional Information you wish to provide:

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Total Rental Fee Due: _____ Due Date: _____

Security Deposit Due at time of Reservation: _____

Staff Initials: _____



Kendall County Forest Preserve District MEADOWHAWK LODGE FEES & POLICIES

Rental Fees (new rates effective August 1, 2017)

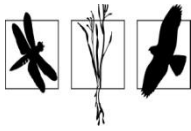
	Fee Amount	Refundable Security Deposit
Wedding Ceremony and/or Reception (Friday & Sunday) (includes Staff Event Coordinator assistance)	\$ 1,300.00	\$ 650.00
Wedding Ceremony and/or Reception (Saturday) (includes Staff Event Coordinator assistance)	\$ 1,600.00	\$ 800.00
	Kendall County Resident	Non-County Resident
	<i>Security Deposit – 50% of contracted time</i>	
Other Rental Events (weekend)	\$ 75.00 / per hour	\$ 100.00 / per hour
Other Rental Events (weekday)	\$ 50.00 / per hour	\$ 75.00 / per hour
Staff Support Set-up or Clean-up (option)	\$ 50.00	
Client Set-up and Clean-up (pre and post event – option)	\$ 15.00 / per additional hour	
Renters (Bunkhouses or Group Campsites: min 2) (Payment for Bunkhouse or Group Site is separate)	\$ 250.00 – Day Use	
Not-for-Profit & Government Rate	20% off hourly rate (May-October)	50% off hourly rate (Nov-April)
Corporate Rate	20% off hourly rate (May-October)	10% off hourly rate (Nov-April)

Check-in Procedure & Other Information

- The Meadowhawk Lodge will be opened at your contracted time.
- Ending rental time means facility is to be cleared and vacated by that time. There will be a charge of \$75.00 for every 30 minutes beyond your contracted end time. This fee will be deducted from your refundable security deposit.
- Accommodations: 100-106 people maximum.

Cancellation Policy

- Full Rental fee is required **60 calendar days** prior to your scheduled event.
- **Security Deposit:** 50% is retained if cancelled more than 60 calendar days prior to your scheduled event. 100% is retained if cancelled within 60 calendar days prior to your scheduled event.
- **Security Deposit can be applied to a rescheduled event. Requests must be within one year of the original event date.**



Kendall County Forest Preserve District

MEADOWHAWK LODGE

Rules and Regulations

- **Alcohol Use:** You are not allowed to bring in your own alcohol for your event. If you wish to have alcohol at your event, you are required to use our approved Caterer's Bar Services. **No glass bottles are allowed anywhere on the property.** You have access to a 120 foot perimeter from the lodge. No alcoholic beverages are allowed beyond this point.
- Speed limit is **10 mph** throughout the preserve.
- **Parking** on the grass is prohibited. There are 38 parking spaces, plus 2 ADA spaces available at the lodge. Additional parking is located nearby. Use roadways and designated parking areas only.
- **TABLES & CHAIRS:** There are 24 – 60" round dinner tables, 12 – 60" rectangular meeting tables and 125 banquet chairs for your use. Boutique linens and audio-visual equipment is available at local rental companies. A dance floor, no less than a 12 x 12 floor, is required if there is dancing of any kind and is available from any local rental companies.
- **DECORATIONS:** Leave no holes or adhesives. No thumb tacks or tape can be used on the walls. Water balloons, piñatas, rice, birdseed, flower petals, streamers, sparklers, any type of pyrotechnical devices, open flamed candles, sidewalk chalk, sequins, glitter, and confetti are prohibited.
- **LEAVE AREA CLEAN** by placing all garbage in the trash and recycling receptacles, and return tables to their original positions if Staff set-up / clean-up is not included in rental. Do not move tables out of enclosed buildings. Guests and contracted caterers are responsible for the set-up, takedown and clean up of the areas that they use during the contracted hours.
- **SIGNS:** Posting of placards or signs containing advertisements of any kind, an event collecting an entrance fee or selling food, goods or services is strictly forbidden except for those groups holding a valid Special Event Permit. Groups may display signs to identify their location provided such signs are temporary and removed at the end of the event. These signs may be no larger than 24" x 30" and are not to be attached to any tree, shrub, post, building, sign, gate or any other structure.
- **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. Please clean-up after your animal.