



# 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](mailto:rantrim@co.kendall.il.us). **Rental requests are required thirty (30) days in advance of requested event date.**
- The Rental Request will be entered into our reservation calendar and the Facility Rental Contract (Permit) is scanned to your e-mail.
- **A signed Facility Rental Contract (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) calendar days prior to your event date.**

## Permittee Information *(Permittee 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: \_\_\_\_\_

## Event Date Information

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

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

**Will there be alcohol at the event?** If Yes, please provide name of caterer\* \_\_\_\_\_  
 \**(You are required to use our Approved Caterers for Bar Services. You cannot bring in your own alcohol)*

## Non-Wedding Rental Events

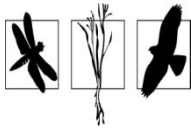
Staff Support: (\$50.00 fee set up only **OR** Set-up & Tear Down: \$75.00 fee) Clean-up is Client's responsibility  
 Set up only YES  NO  Set-up & Tear Down: Yes  No   
 If yes, provide number of Tables & Chairs requested along with Room layout at least **two (2) weeks** prior to the event date *(diagram will be provided)* \_\_\_\_\_

Client Pre & Post Event (\$15.00 per hour for set-up & \$15.00 per hour for clean-up)  
 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  
 Coffee Service *(\$90.00 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 all events where there will be dancing (15' x 15' minimum)*

Use of Kitchen Facility Needed? YES  NO

If Yes, please circle what equipment you will need

Stove

Refrigerator

Freezer

Is Event to be catered? If yes, you are required to use our Approved Caterers. Please provide name of caterer being used (A list will be provided upon request)

### Wedding Ceremony and/or Reception Events:

Use of the Meadowhawk Lodge is available for set-up the day prior to your event.

The Forest Preserve requests information on the following items at least **two (2) weeks** prior to your event date so Staff can be scheduled accordingly:

**Two (2) weeks prior to your event date:**

Provide the Forest Preserve your Room Layout (diagram will be provided)

Time you would like for Set-up the day prior to your event date. (4 hour maximum between 9:00 am – 4:00 pm)

Wedding Party (*Bride and/or Groom*) time of arrival the day of the event

Name of Caterer & time of arrival the day of the event

Name of Entertainment (DJ, etc.) & time of arrival the day of the event

Rental company you are working with for dance floor, chair rental, etc. The Forest Preserve will work with this rental company to schedule the delivery and pick-up of any items rented.

*Please sign on the line to indicate you have read and understand the following guidelines for these types of events.*                      **Signature:** \_\_\_\_\_

**OFFICE USE ONLY**

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 October 1, 2018)

	Fee Amount	Refundable Security Deposit
Wedding Ceremony and/or Reception (Friday & Sunday) <i>(includes Staff Event Coordinator assistance)</i>	\$ 1,300.00	\$ 650.00
Wedding Ceremony and/or Reception (Saturday) <i>(includes Staff Event Coordinator assistance)</i>	\$ 1,600.00	\$ 800.00
	<b>Kendall County Resident</b>	<b>Non-County Resident</b>
	<i>Security Deposit – 50% of contracted time</i>	
Other Rental Events (weekend)	\$ 80.00 / per hour	\$ 100.00 / per hour
Other Rental Events (weekday)	\$ 60.00 / per hour	\$ 80.00 / per hour
Staff Support Set-up or Tear Down (option)		\$ 50.00 (Set-up only) \$ 75.00 (Set-up <b>and</b> Tear Down)
Client Set-up and Clean-up (pre and post event – option)		\$ 15.00 / per additional hour
Renters (Bunkhouses or Group Campsites: min 2) <i>(Payment for Bunkhouse or Group Site is separate)</i>		\$ 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 on Permit means facility is to be cleared and vacated at 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 less than 60 calendar days prior to your scheduled event.
- 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.**



## Kendall County Forest Preserve District

### MEADOWHAWK LODGE

#### Rules and Regulations

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- **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.
- No tents or any type of bounce house is allowed outside of Meadowhawk Lodge.
- **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 twenty-four (24) – 60" round dinner tables, two (2) – 8' x 30" rectangle and eight (8) – 6' x 30" rectangle tables for your use that is included with your rental and 125 banquet chairs for your use. No Forest Preserve tables or chairs are to be taken outside for any reason. You are required to rent such equipment if you are holding any event outdoors.
- **DANCE FLOOR REQUIREMENTS:** For **all events** at the lodge, a 15' x 15' minimum floor is required. There is room for a 18' x 18' floor.
- **RENTAL EQUIPMENT:** Any equipment rented by the client is to be scheduled for delivery and pick-up the same day of their rental event. The Forest Preserve will work with the rental company to set up the delivery and pick-up. No whiskey barrels, beverage tubs (metal or plastic) or other types of containers can be used inside the lodge.
- **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 / tear down 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.