



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. Overnight Rental requests are required 30 days in advance of requested event date.
- The Rental Request will be entered into our reservation calendar and copy of the permit is scanned to your e-mail for signature.
- **Receipt of the signed permit and security deposit is due at the time you receive the permit for the reservation to be considered secure.**
- **Full Rental fee is required 60 calendar days prior to your event date.**
- 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 *(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: _____

Requested Site *(please check)*

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**
(No early check-in's)

Departure Date: _____ **Check-out: 12:00 pm Noon**
(Late check-out fee will be applied)

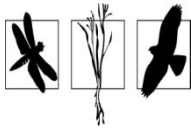
Number of People: _____
Bunkhouses: max limit: 32 ppl Group Sites: 30 ppl Family Sites: 6 ppl
Additional Daytime guests? _____

Type of Group: *please check:* Family Organization Church Scout Troop
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**



Kendall County Forest Preserve District

Rental Fees (new rates effective October 1, 2018)

	Kendall County Resident	Non-County Resident
Bunkhouses:	\$ 170.00 per night/per bunkhouse	\$ 230.00 per night/per bunkhouse
Group Campsites:	\$ 65.00 per night/per campsite	\$ 85.00 per night/per campsite
Family Campsites:	\$ 20.00 per night/per campsite	\$ 30.00 per night/per campsite
Firewood:	\$ 25.00 per bundle	
Bunkhouse Security Deposit:	\$ 100.00 per bunkhouse rental required	

Cancellation Policy

- Full Rental fee is required **60 calendar days** prior to your scheduled event.
- **Security Deposit:** 100% is retained for cancellation requests made less than 60 calendar days prior to your scheduled event.
- **Rental Payment:** 100% of your rental payment is retained for cancellation requests made less than 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. **There will be a \$25.00 rescheduling fee applied to these reservations.**

Check-in Procedure

- Check-in time is between 3:00 pm – 8:00 pm at the Rookery Building. No early check-ins.
- Please call **630-774-1476 or 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.
- Firewood requests can be taken at the time of your Check-in, but prefer notification **prior** to the day of your event for payment.

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 **630-774-1476 or 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.