



# Kendall County Forest Preserve District

## OVERNIGHT LICENSE AGREEMENT REQUEST FORM

### Instructions

- This form is to be completed in its entirety and can be faxed to 630-553-4023 or sent by e-mail to: [kcforest@kendallcountyil.gov](mailto:kcforest@kendallcountyil.gov)
- Overnight License Requests are required at least two weeks in advance of requested event date.
- The License Request form will be entered into our reservation calendar and copy of the License Agreement form is scanned to your e-mail for signature.
- **Kendall County Forest Preserve District must be in receipt of the signed License Agreement form and the refundable security deposit for the reservation to be considered secure.**
- **Full License fee is required 30 calendar days prior to your event date.**
- Bunkhouse Security Deposits are \$100.00 for each bunkhouse rental.
- Primitive Cabins are included in the bunkhouse License fee. Please indicate use below.

### Licensee Information *(Licensee must be 21 or older to enter into a License Agreement)*

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  Primitive Cabins Requested   
 Group Campsite: Site A  Site B  Site C  (Blazing Star & Moonseed only)  
 Family Campsite:  *Site will be assigned at check-in*

### Requested Date

Event Date & Check in Time: \_\_\_\_\_ **Check-in: between 3:00 pm and 8:00 pm**  
(No early check-in's)

Departure Date & Check out Time: \_\_\_\_\_ **Check-out: 12:00 pm**  
(Late check-out fee will be applied)

Number of People: \_\_\_\_\_  
Bunkhouses: max limit: 32 people    Primitive Cabins: 16 people    Group Sites: 30 people    Family Sites: 6 people  
 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. Each bundle contains 30 pieces)*

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



## Kendall County Forest Preserve District

### License Fees – **PLEASE NOTE NEW FEES EFFECTIVE FOR STAYS STARTING 12/1/24**

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	<b>Kendall County Resident</b>	<b>Non-County Resident</b>
Bunkhouses:	\$ 190.00 per night/per bunkhouse	\$ 250.00 per night/per bunkhouse
Group Campsites:	\$ 70.00 per night/per campsite	\$ 90.00 per night/per campsite
Family Campsites:	\$ 25.00 per night/per campsite	\$ 35.00 per night/per campsite
Firewood:	\$ 25.00 per bundle (bundles contain 30 pieces of wood)	
Bunkhouse Security Deposit:	\$ 100.00 per bunkhouse rental required	

### Cancellation Policy – effective for reservations beginning 12/1/23

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- Full License fee is required **30 calendar days** prior to your scheduled event.
- If License Agreement is cancelled at least 30 days prior to the stay, the District will retain 100% of the security deposit. If the License Agreement is cancelled less than 30 days prior to the stay, the District will refund the security deposit, but will retain the License fees.
- Group campsites and Bunkhouses: The District allows a one-time rescheduling of any reservation with the security deposit and License payment applied to the rescheduled event. All rescheduled events must occur within one calendar year of the date of the original event. Rescheduled Event date must be communicated within 30 days of the original booked date. Payment is due in full and is non-refundable if event is cancelled. **There will be a \$25.00 rescheduling fee applied to Group Campsite reservations and a \$50.00 rescheduling fee applied to Bunkhouse reservations.**

### Check-in Procedure

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- 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. Licensee and their guests 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. Please have exact change or a check for payment on the day of. Firewood bundles are \$25/each and contain 30 pieces of wood.

### Daily Rules

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- **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

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- 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.