

Kendall County Forest Preserve District

MEADOWHAWK LODGE LICENSE AGREEMENT REQUEST FORM

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

Instructions

- This form is to be completed in its **entirety (both pages)** and can be faxed to 630-553-4023 or sent by e-mail to: kcforest@kendallcountyil.gov
- **Requests are required thirty (30) days in advance of event date.**
- **Kendall County Forest Preserve District must be in receipt of the signed License Agreement form and the refundable Security Deposit (50% of the license fee) is required for the reservation to be considered secure.**
- **Full License fee is required thirty (30) calendar days prior to your event date.**

Licensee Information (Licensee 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 (*Available hours: 9:00am – 10:00pm)

Event Date: _____ Event Hours: _____ Expected Attendance: _____ (max. 100 people)

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

Set up/Tear Down Information

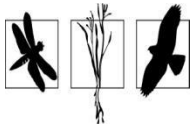
Optional Staff Support: KCFPD staff will work with client to create a layout for their event. Staff will set-up tables and chairs and take down/store at the conclusion of the event. **Staff Set-up & Tear Down: \$75.00 fee**

If using Staff Set-Up/Take Down services, provide number of tables & chairs requested. See page 3 for equipment information _____

Client Pre & Post Event: (\$15.00/hour for set-up & \$15.00/hour for clean-up - no ½ hour increments). Client will be responsible for set-up/take down, and storage of tables and chairs. Time may also be used for decorating, food prep, etc.

Would you like to come in prior to and stay after your event for Set up/Clean up?: YES NO

Please provide the set up and clean up times requested. Set up time: _____ Clean up time: _____



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Additional Items & Equipment

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

Will there be entertainment? If yes, please describe.

*If you plan to have dancing at your event, you must rent a dance floor. Dance floor minimums are 15' x 15'

Use of Kitchen Facility Needed? YES NO Please circle: 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 or view our catalog by visiting our website: kendallforest.com/special-events-yorkville) _____

Will there be alcohol at the event? If Yes, please provide name of bartending service _____

**(You are required to use our Approved Bartending Services if you intend to have alcohol at your event.)*

Wedding Ceremony and/or Reception Events:

Use of the Meadowhawk Lodge is available for set-up the day prior to your event. Day after event clean up is also available for \$25/hour.

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:

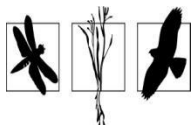
Two (2) weeks prior to your event date:

- Provide the Forest Preserve with your Room Layout (diagram will be provided)
- Time you would like for Set-up the day prior to your event date.
- Timeline of Events:** Wedding Party 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.
- Any other pertinent information to help staff ensure the comfort of guests and the success of your event.

OFFICE USE ONLY

Total License Fee Due: _____ Due Date: _____

Security Deposit Due at time of Reservation: _____ Staff Initials: _____



Kendall County Forest Preserve District

MEADOWHAWK LODGE FEES & POLICIES

License Fees

	Fee Amount	Refundable Security Deposit
Wedding Ceremony and/or Reception (Friday, Saturday & Sunday) (Includes Staff Event Attendant)	\$1900.00	\$950.00

	Kendall County Resident	Non-County Resident
	(security deposit – 50% of contracted time)	
Other Rental Events (weekend – Friday-Sunday)	\$90.00/hour	\$110.00/hour
Other Rental Events (weekday – Monday-Thursday)	\$60.00/hour	\$80.00/hour

Optional Staff Set-up & Take down (resident & non-resident) \$75.00

Client set-up & Clean-up (pre & post event – option) \$15.00/per additional hour (no ½ hour increments)

Licensees Utilizing Bunkhouses or Group Campsites (min 2) Discounted Rate: \$250 – Day use

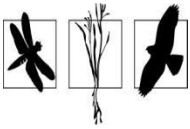
Not-for profit & Government Rate 10% discount

Check-in Procedure & Other Information

- The Meadowhawk Lodge will be open at your reservation start time.
- Reservation end time on your License Agreement 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 reserved end time. This fee will be deducted from your refundable security deposit.
- The District allows a one-time rescheduling of any reservation with the paid 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. There will be a \$25 rescheduling fee applied.
- The security deposit will be refunded within 30 business days following the reservation, provided the District does not need to address property damage, excessive cleaning, or any outstanding balance.
- **For day of questions/concerns, please call 630.774.1683 or 630.746.1005**
- Client is responsible for taking out anything that is brought into the venue at the conclusion of their event. Please dispose of trash in the proper receptacles.

Cancellation Policy

- Requests for a change to the Event date made earlier than 6 months prior to the original event date may be accommodated based on venue availability without penalty.
- If the License Agreement is cancelled following the date that the District and Licensee enter into the Agreement and up to 60 days prior to the event date, the District will retain 50% of the security deposit paid. In cases where the cancellation notice is received less than 60 days prior to the event date, the District will retain 100% of the security deposit paid.



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MEADOWHAWK LODGE RULES & 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 Catering/Bartending Services. **Approved vendors available upon request or view our Special Event Venue Catalog by visiting kendallforest.com/special-events-yorkville. 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 in any Forest 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 twenty-two (22) – 60” round dinner tables, two (2) – 8’ x 30” rectangle and nine (9) – 6’ x 30” rectangle tables for your use that is included with your rental and 115 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 planning any event outdoors.
- **DANCE FLOOR REQUIREMENTS:** For **all events** at the lodge, a 15’ x 15’ minimum floor is required. There is room for an 18’ x 18’ floor.
- **RENTAL EQUIPMENT:** The Forest Preserve will work with the rental company to set up the delivery and pick up of any rental equipment.
- **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 provided. Please return tables and chairs to the carts/racks located in the storage room. **Do not** move Forest Preserve tables or chairs out of enclosed building. Guests and contracted caterers are responsible for the set-up, takedown and clean-up of the areas that they use during their reservation time.
- **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.