

Kendall County Forest Preserve District

ELLIS HOUSE 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.) _____

Areas Needed: House (40 people) Classroom (25 people) House/Tent Pad (200 people)

Use of Fireplace (Ellis House Staff will stoke fire and replenish wood)

Set up/Tear Down Information

Optional Staff Support: Staff will set-up tables and chairs and take down/store at the conclusion of the event.

Staff Set-up & Tear Down: \$300.00 fee (House/Tent Events) \$100.00 fee (House)

If using Staff Set-Up/Take Down services, provide number of tables & chairs requested.

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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Will there be entertainment? If yes, please describe.

Use of Kitchen Facility Needed? YES NO

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 Ellis House is available for set-up the day prior to your event. Wedding/Receptions enjoy use of the House, Tent Pad (tent not included), House equipment, tables and chairs up to 200 guests, and adjacent grounds

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:

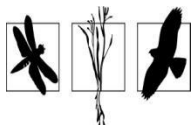
Two (2) weeks prior to your event date:

- 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/Bartender & 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

ELLIS HOUSE FEES & POLICIES

License Fees

	Fee Amount	Refundable Security Deposit
Wedding Ceremony and/or Reception (Friday, Saturday & Sunday) (Includes Staff Event Attendant)	\$2100.00	\$1000.00
Ellis House	(Security deposit – 50% of contracted time) \$75.00/hour	
Classroom Rental	\$50.00/hour	
Optional Staff Set-up & Take down	\$100.00/House	\$300.00/Tent and House
Client set-up & Clean-up (pre & post event)	\$15.00/hour (no ½ hour increments)	
Not-for profit & Government Rate	10% discount (House only)	

Check-in Procedure & Other Information

- Ellis House 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 \$100 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 630.774.0692**
- 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 6 months prior to the event date, the District will retain 100% of the security deposit paid but will refund any license fees already paid. In cases where the cancellation notice is received less than 6 months prior to the event date, the District will retain 100% of the security deposit paid, plus 50% of the event license fee.



Kendall County Forest Preserve District

ELLIS HOUSE RULES & REGULATIONS

- **ALCOHOL USE:** 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 house. 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 60" round dinner tables, 6' and 8' rectangle tables and chairs for your use. Only approved outdoor Forest Preserve tables or chairs are to be used on the Patio.
- **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, unless it is approved for the Patio area. 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.