

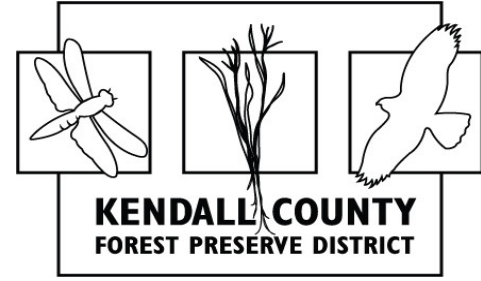
TO:

110 W. Madison Street
Yorkville, IL 60560

Postage

Here

Meadowhawk Lodge Rental Catalog



Conveniently located in

Hoover Forest Preserve

11285 Fox Road

Yorkville, IL

630-553-4025

About Meadowhawk Lodge

The Meadowhawk Lodge at Hoover Forest Preserve is a great location to hold your special event*.

Meadowhawk Lodge features a large event space, commercial kitchen, fireplace, and outdoor patio.

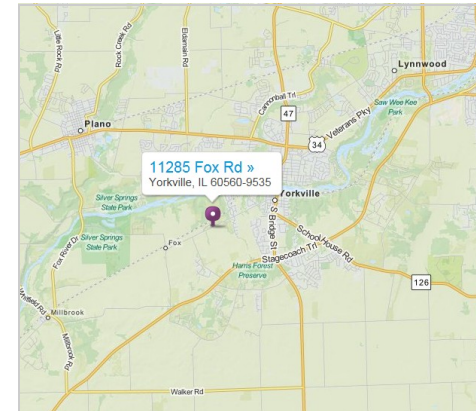
Meadowhawk Lodge is made to order for groups staying in the bunkhouses and needing a large space for meals and activities. The lodge is perfect for wedding receptions.

Other rental opportunities include:

Meetings/Seminars	Church Dinners
Bridal Shower	Baby Shower
Family Reunions	Birthday Parties
Retirement Parties	Family Reunions
Anniversary Parties	Workshops

* Schedule your wedding event at Meadowhawk Lodge and you can add another rental, such as your bridal shower, at a discounted rate. Please call for further details.

Map to Meadowhawk Lodge



Contact Info:

Becky Antrim
Reservation Coordinator
Meadowhawk Lodge
110 W Madison Street
Yorkville, IL 60560
630.553.4025
e-mail: rantrim@co.kendall.il.us

Tina Villarreal
Event Coordinator
Ellis House & Equestrian Center
13986 McKanna Road
Minooka, IL 60447
Direct: 630.552.5253
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Revised: August 2017

Local Hotels

Timber Creek Inn & Suites/WORLD HOTELS
3300 Drew Avenue
Sandwich, IL 60548
630.273.6000

The Hampton Inn
310 East Countryside Parkway
Yorkville, IL 600560
630.553.9805

AmericInn Lodge & Suites of Oswego
1050 Douglas Road
Oswego, IL 60543
630.554.9090

Meadowhawk Lodge can accommodate up to a maximum of 100 guests for all events.

For our guests with special needs, Meadowhawk Lodge is fully accessible.

Meadowhawk Lodge was built with the environment in mind. Geothermal heating and cooling, solar panels, wind power, and a permeable paver parking lot make the lodge a truly “green” building.



Meadowhawk Lodge Policies

Kendall County Forest Preserve staff will be available to insure the comfort of guests and to report damages. This employee is authorized to prohibit or control any activity which is not consistent with the policies of Meadowhawk Lodge or which could cause harm to the property, grounds or guests.

A list of licensed and approved caterers will be provided and is required for any event serving alcohol to assist you in planning your event.



All rental items, flowers and food must be delivered and removed during the contract period. The Kendall County Forest Preserve District is not responsible for lost, stolen or damaged rental items.

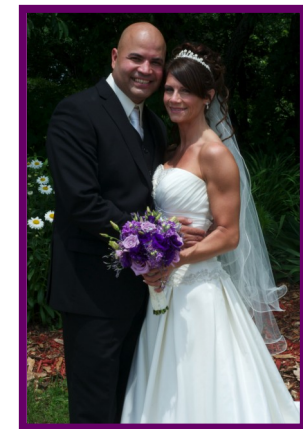
Facility guests and contracted caterers are responsible for the set-up, clean-up of the areas that they use during the contracted hours.

Set-up and Clean-up by the Kendall County Forest Preserve staff is available at a minimal cost. If you wish to set-up and clean-up on your own, this must be included in the requested contract period. An additional fee will be charged for each additional hour or portion thereof that is used for these tasks. If Forest Preserve staff needs to

Photographers



Two Birds Photography
www.twobirdsphoto.com



Photos



North View

arrange for additional clean up, these charges will be deducted from the security deposit.

The building must be left in the condition that it was found. All items (kitchen equipment, decorations, flowers, barware, sound equipment, etc.) brought in must be taken out immediately following the event. It is the contract party's responsibility to see that the caterers provide proper clean up for all areas where they will be working. Rice, birdseed, flower petals, confetti, streamers, glitter, sequins, etc. may not be used on Kendall County Forest Preserve grounds or inside Meadowhawk Lodge. These are difficult and costly to clean up. Tapered candles with open flames, sparklers, and any type of pyrotechnical devices are prohibited on Kendall County Forest Preserve grounds.

No glass bottles are allowed anywhere on property!

When you reserve the property, you have access to a 120 foot perimeter from the Lodge. No alcoholic beverages are allowed beyond this point. There are 38 parking spaces, plus 2 ADA spaces available at the Lodge. Additional parking is located nearby. Parking is not permitted outside designated areas.

Reservations will be taken up to 12 months in advance of the desired date. All contracts must be signed by an adult at least 21 years old who will be in attendance at the event. The full rental fee is to be paid in full 60 calendar days prior to the event date. For explanation of fee schedule, call (630) 553-4025.

Security Deposit & Rental Policy

Security Deposits for all events are required at the time of the reservation request along with a signed Permit. If the event is cancelled more than 60 calendar days prior to your scheduled event, 50% of the security deposit is retained. If cancelled within 60 calendar days, 100% of the security deposit is retained.

Full Rental fee is required 60 calendar days prior to your scheduled event. If cancelled less than 60 calendar days prior to your scheduled event, 100% of your rental payment is retained. Please keep in touch with the Forest Preserve staff about your plans so that all information can be kept up to date.



Rental Companies

Grand Rental Station, Yorkville
630.553.3111
www.grandrental.com/yorkville

Big Tent Events, Carol Stream
630.690.8500
www.bigtentevents.com

Channahon General Rental, Inc., Channahon
815.467.0173
www.channahonrental.com

Joliet Tent, Joliet
815.722.2315
www.joliettent.com

Fairy Tale Tents and Events, Frankfort
708.444.4140
www.fairytaletentsandevents.com

Catering Companies

The following caterers are approved for working with you on your event at Meadowhawk Lodge:

Upper Crust Catering, Yorkville (*)
630.553.9533
www.uppercrust-catering.net

Cutting Edge Catering and Events, Shorewood (*)
815.725.9001
www.cuttingedgecatering.com

Polonia Catering, Mokena
815.464.8844
www.poloniacatering.com

Chef By Request, Lisle (*)
630.493.4300
www.chefbyrequest.com

Uncle Bub's BBQ, Westmont (*)
630.493.9000
www.unclebubs.com

Wooden Paddle Pizza
708.478.7488
www.woodenpaddlepizza.com

Chicago Beverage Catering, Buffalo Grove (*)
847-989-3605
<http://ChicagoBeverageCatering.com>

Duke's Catering, Joliet (*)
815.730.0454
www.dukescatering.net

11th Hour Bartending Services, Montgomery (*)
630.746.1103
www.11thhourbartending.com

(*) Catering Firm has secured the required Permit or Kendall County Class I Liquor License for Service of Alcohol for 2017



Forest Preserve Policies

Posting of placards or signs containing advertisements of any kind, an event collecting 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. It is the group's responsibility to make sure all items are cleaned up and signs taken down at the end of the event.



Meadowhawk Lodge Rate Schedule

Rental hours are from 8:00 am to 10:00 pm

	Rental Fee	Refundable Security Deposit
Wedding Receptions and/or Ceremony		
Friday & Sunday	\$1,300.00	\$ 650.00
Saturday	\$1,600.00	\$ 800.00
	<u>Resident</u>	<u>Non-Resident</u>
Other Events - Weekend	\$75.00/hr	\$100.00 /hr
Weekday	\$50.00/hr	\$75.00 /hr
<i>Security Deposit: 50% of contracted time</i>		

Staff Support Set-up or Clean-up (option)
\$50.00

Client Set-up and Clean-up (pre-and-post event – optional)
\$15.00 / per additional hour

Not-for-Profit, Government, Corporate Rate:
Call Main office (630-553-4025) for rate

MEADOWHAWK LODGE SERVICES

Coffee Service	\$60.00 for 60 cups
Sound System	\$25.00
Firewood	\$25.00 / bundle

Lodge Equipment

For your use at the Meadowhawk Lodge, there are (24) 60" round dinner tables, 125 banquet chairs, (12) 60" rectangular meeting tables, as well as a projector screen and a podium. Boutique linens and audiovisual equipment are available from local rental companies.

A dance floor, no less than 12 x 12, is required and available from local rental companies.

No tents of any kind are allowed on the grounds by the lodge.

Firewood must be purchased through the Forest Preserve at \$25.00/bundle. No firewood is allowed to be brought in from the outside.

No glass bottles are allowed anywhere on the property!