

## Kendall County Forest Preserve District

# MEADOWHAWK LODGE LICENSE AGREEMENT REQUEST FORM

**\*\*For Reservations Taking Place Beginning 12/1/24\*\***

### Instructions

- This form is to be completed in its **entirety (both pages)** and can be faxed to 630-553-4023 or scanned to e-mail [kcforest@kendallcountyil.gov](mailto: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) **3-HOUR MINIMUM IS REQUIRED FOR ALL EVENTS**

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ 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.  **I would like Staff Support**

**Please circle which one applies if you are choosing STAFF SUPPORT:**

**\$100.00 - up to 50 expected attendees**

**\$150.00 - 51-100 expected attendees**

If using **Staff Set-Up/Take Down** services, provide number of tables & chairs requested. See page 5 for equipment information \_\_\_\_\_

**Client Pre & Post Event:** (\$20.00/hour for set-up & \$20.00/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 fee applied)* YES  NO

Podium & Projector Screen *(included in fee)* YES  NO

**\*Please note that only the projector screen is available. A projector will need to be brought in or rented.**

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

**\*You are welcome to bring in your own food.**

**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?**  Yes  No

**\*If serving alcohol at your Event, an Event Host must be on-site (charge for events not in the \$2000.00 Special Event Fee Schedule). If alcohol is served at event, an additional \$100.00 will be required**

**\*You are required to use our Approved Bartending Services if you intend to have alcohol at your event. Please refer to our Special Event Catalog for a listing of Approved Bartenders.**

Name of Bartending Service: \_\_\_\_\_

**Wedding Ceremony and/or Reception Events, Special Events:**

**The rate is \$2000.00 for these events.** A "Special Event" is classified when Licensees have contracted vendors at their event (bartenders, caterers, entertainers such as DJ's, etc.), have rented equipment for the event (such as a dance floor), are serving alcohol, and have 51-100 people expected to attend.

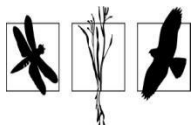
Fees include:

- Staff Support: Set-up and Tear-down of tables and chairs for the event
- Access to Meadowhawk Lodge the day before the event for decorating, food prep, etc.
- Access to Meadowhawk Lodge the entire day of the event
- 1-2 Event hosts to assist with logistics for the Event, including spot cleaning, trash, supply replenishment, vendor check-in and support, and general troubleshooting.

**OFFICE USE ONLY**

Total License Fee Due: \_\_\_\_\_ Due Date: \_\_\_\_\_

Security Deposit Due at time of Reservation: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



**For Weddings, Receptions, and/or Special Events:**

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:** 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.

**MEADOWHAWK LODGE FEES**

**License Fees – Fees Effective for Reservations Taking Place Beginning 12/1/24**

	Fee Amount	Refundable Security Deposit
<b>Wedding Ceremony and/or Reception, Special Events</b> (Friday, Saturday & Sunday)	\$2000.00	\$1000.00
	<b>Kendall County Resident</b>	<b>Non-County Resident</b>
	<b>(security deposit – 50% of contracted time)</b>	
<b>Other Rental Events</b> (weekend – Friday-Sunday)	\$110.00/hour	\$130.00/hour
<b>Other Rental Events</b> (weekday – Monday-Thursday)	\$75.00/hour	\$90.00/hour

**Optional Staff Set-up & Take down** (resident & non-resident):

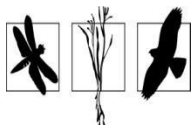
\$100.00 - up to 50 expected attendees      \$150.00 - 51-100 expected attendees

**Client set-up & Clean-up (pre & post event – option)**    \$20.00/per hour (no ½ hour increments)

**Alcohol Event Host:** \$100.00

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

**Not-for profit & Government Rate**      10% discount



## MEADOWHAWK LODGE POLICIES

### **Check-in Procedure & Other Information**

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- 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 \$100.00 rescheduling fee applied. 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.
- 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 630.488.1716**
- Client is responsible for taking out anything that is brought into the venue at the conclusion of their event. Please dispose of trash and recycling into the proper receptacles after the event.

### **Cancellation Policy**

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- 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.



## 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. You have access to a 120-foot perimeter from the lodge. No alcoholic beverages are allowed beyond this point. **A \$100.00 charge will be applied to your reservation for an Alcohol Host to be onsite.**
- **You may bring in your own food.** If you choose to have your event catered (defined as staff on site from the restaurant or catering company), you must have an Approved Catering Service onsite. Food may also be delivered or picked up without the use of an Approved Catering Company.
- 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.