

Kendall County Forest Preserve District

MEADOWHAWK LODGE RENTAL REQUEST FORM

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

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
- **Rental requests are required thirty (30) days in advance of requested event date.**
- **A signed Facility Rental Contract (Permit) and the Security Deposit (50% of rental fee) is required at the time of reservation request to be considered secure.**
- **Full payment is required thirty (30) calendar days prior to your event date.**

Permittee Information (Permittee 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

Event Date: _____
 Event Hours: _____ **available hours: 8:00 am – 10:00pm**
 Expected Attendance: _____ *(maximum 100 people)*

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

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

****(You are required to use our Approved Caterers for Bar Services. You cannot bring in your own alcohol)***

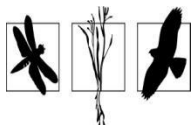
Non-Wedding Rental Events

Staff Support: **Set-up & Tear Down: \$75.00 fee** **Clean-up is Client's responsibility**
 Set-up & Tear Down: YES NO

If yes, provide number of Tables & Chairs requested along with Room layout at least **two (2) weeks** prior to the event date ***(diagram will be provided)*** _____

Client Pre & Post Event **(\$15.00 per hour for set-up & \$15.00 per hour for clean-up - no ½ hour increments)**
 Set up / Clean up YES NO

Please provide the set up and clean up times requested _____



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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.

Rental of dance floor is required for all events where there will be dancing (15' x 15' minimum)

Use of Kitchen Facility Needed? YES NO

If Yes, please circle what equipment you will need

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)

Wedding Ceremony and/or Reception Events:

Use of the Meadowhawk Lodge is available for set-up the day prior to your event.

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 your Room Layout (diagram will be provided)

Time you would like for Set-up the day prior to your event date. (4 hour maximum between 9:00 am – 4:00 pm)

Wedding Party *(Bride and/or Groom)* 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.

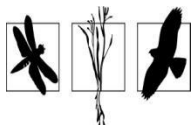
Please sign on the line to indicate you have read and understand the following guidelines for Wedding/Reception events. Signature: _____

OFFICE USE ONLY

Total Rental Fee Due: _____ Due Date: _____

Security Deposit Due at time of Reservation: _____

Staff Initials: _____



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MEADOWHAWK LODGE FEES & POLICIES

Rental Fees (rates effective March 1, 2021)

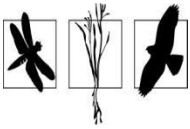
	Fee Amount	Refundable Security Deposit
Wedding Ceremony and/or Reception (Friday, Saturday & Sunday) (Includes Staff Event Attendant)	\$1900.00	\$950.00
	Kendall County Resident	Non-County Resident
	(security deposit – 50% of contracted time)	
Other Rental Events (weekend – Friday-Sunday)	\$90.00/hour	\$110.00/hour
Other Rental Events (weekday – Monday-Thursday)	\$60.00/hour	\$80.00/hour
Staff Set-up & Tear down (resident & non-resident)	\$75.00	
Client set-up & Clean-up (pre & post event – option)	\$15.00/per additional hour (no ½ hour increments)	
Renters (Bunkhouses or Group Campsites: min 2)	\$250 – Day use	
Not-for profit & Government Rate	10% discount	

Check-in Procedure & Other Information

- The Meadowhawk Lodge will be opened at your contracted time.
- Ending rental time on Permit 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 contracted end time. This fee will be deducted from your refundable security deposit.
- Accommodations: 100-106 people maximum.
- The District allows a one-time rescheduling of any reservation with the paid security deposit and rental 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 rental, 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**

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 rental is cancelled following the date that the District and renter 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 Caterer's Bar Services. **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 outside of Meadowhawk Lodge.
- **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 a 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. All equipment is to be scheduled for delivery and pick-up the same day of your rental event. No whiskey barrels, beverage tubs (metal or plastic) or other types of containers can be used at the lodge.
- **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 the contracted hours.
- **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.