



Kendall County Forest Preserve District

OVERNIGHT LICENSE AGREEMENT 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
- Overnight License Requests are required at least two weeks in advance of requested event date.
- The License Request form will be entered into our reservation calendar and copy of the License Agreement form is scanned to your e-mail for signature.
- **Kendall County Forest Preserve District must be in receipt of the signed License Agreement form and the refundable security deposit for the reservation to be considered secure.**
- **Full License fee is required 30 calendar days prior to your event date.**
- Bunkhouse Security Deposits are \$100.00 for each bunkhouse rental.
- Primitive Cabins are included in the bunkhouse License fee. Please indicate use below.

Licensee Information *(Licensee must be 21 or older to enter into a License Agreement)*

Name _____

Street Address _____

City _____ State _____ Zip _____ Kendall Resident? Yes No

Phone # *(two numbers are required)* Cell: _____ Other: _____

E-mail: _____

Requested Site *(please check)*

Bunkhouse: Kingfisher Moonseed Blazing Star Primitive Cabins Requested
 Group Campsite: Site A Site B Site C (Blazing Star & Moonseed only)
 Family Campsite: *Site will be assigned at check-in*

Requested Date

Event Date & Time: _____ Check-in: **between 3:00 pm and 8:00 pm**
(No early check-in's)

Departure Date & Time: _____ Check-out: **12:00 pm Noon**
(Late check-out fee will be applied)

Number of People: _____
Bunkhouses: max limit: 32 ppl Primitive Cabins: 16 ppl Group Sites: 30 ppl Family Sites: 6 ppl
 Additional Daytime guests? _____

Type of Group: *please check:* Family Organization Church Scout Troop
Non-family events require Certificate of Insurance

Name of Event *(Scout troops: please indicate Pack or Troop Number & Council)*

Firewood: *Must be purchased from the Forest Preserve. (Collection from grounds or brought from outside is prohibited. Each bundle contains 30 pieces)*

Number of bundles requested: _____ **Firewood: \$25.00 / bundle**



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License Fees

	Kendall County Resident	Non-County Resident
Bunkhouses:	\$ 180.00 per night/per bunkhouse	\$ 240.00 per night/per bunkhouse
Group Campsites:	\$ 65.00 per night/per campsite	\$ 85.00 per night/per campsite
Family Campsites:	\$ 20.00 per night/per campsite	\$ 30.00 per night/per campsite
Firewood:	\$ 25.00 per bundle (bundles contain 30 pieces of wood)	
Bunkhouse Security Deposit:	\$ 100.00 per bunkhouse rental required	

Cancellation Policy

- Full License fee is required **30 calendar days** prior to your scheduled event.
- If License Agreement is cancelled at least 30 days prior to the stay, the District will retain 100% of the security deposit. If the License Agreement is cancelled less than 30 days prior to the stay, the District will refund the security deposit, but will retain the License fees.
- The District allows a one-time rescheduling of any reservation with the 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 \$25.00 rescheduling fee applied to these reservations.**

Check-in Procedure

- Check-in time is between 3:00 pm – 8:00 pm at the Rookery Building. No early check-ins.
- Please call **630-774-1476** or **630-774-1683** at least 30 minutes prior to arrival.
- Please arrange to have all guests arrive at the same time for orientation.
- Emergency procedure: please call: 630-774-1683. Non-emergency call-outs between 8:00 pm and 8:00 am will be charged **\$40.00**. Fee is due at time of call-out.
- **Night time rules:** Quiet time begins at 10:00 pm. Licensee and their guests need to stay in or near their unit after 10:00 pm.
- Firewood requests can be taken at the time of your Check-in, but prefer notification **prior** to the day of your event for payment. Please have exact change or a check for payment on the day of. Firewood bundles are \$25/each.

Daily Rules

- **Alcohol** is strictly prohibited in the Forest Preserves.
- Speed limit is **10 mph** throughout the preserve.
- Parking on the grass is prohibited. Use roadways and designated parking areas only.
- **Fires** are allowed only in designated fireplaces and fire rings.
- **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 with advanced notification. Clean-up after your animal is required.
- Collecting or damaging plants, plant material, animal life or fungus is prohibited.
- Swimming, boating, ice fishing and ice skating are not allowed.

Check-out Procedure

- Check-out time is between 8:00 am and 12:00 pm. Call **630-774-1476** or **630-774-1683** when you are ready to leave for instructions regarding your check-out.
- Please leave buildings and areas as clean as you found them.
- In the bunkhouses, place garbage in receptacle on the porch.
- At the campsites, bag and tie garbage and leave in the campsite receptacle.