Kendall County Forest Preserve District
MEADOWHAWK LODGE FEES & POLICIES

Rental Fees *(new rates effective October 1, 2018)*

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Fee Amount</th>
<th>Refundable Security Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wedding Ceremony and/or Reception (Friday &amp; Sunday)</td>
<td>$1,300.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>(includes Staff Event Coordinator assistance)</td>
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<tr>
<td>Wedding Ceremony and/or Reception (Saturday)</td>
<td>$1,600.00</td>
<td>$800.00</td>
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<tr>
<td>(includes Staff Event Coordinator assistance)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee Amount</th>
<th>Kendall County Resident</th>
<th>Security Deposit – 50% of contracted time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Rental Events (weekend)</td>
<td>$80.00 / per hour</td>
<td>$50.00 (Set-up only)</td>
<td></td>
</tr>
<tr>
<td>Other Rental Events (weekday)</td>
<td>$60.00 / per hour</td>
<td>$100.00 / per hour</td>
<td></td>
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</tbody>
</table>

Staff Support Set-up or Tear Down (option)  
$50.00 (Set-up only)  
$75.00 (Set-up and Tear Down)

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

Renters (Bunkhouses or Group Campsites: min 2)  
(Payment for Bunkhouse or Group Site is separate)  
$250.00 – Day Use

Not-for-Profit & Government Rate  
20% off hourly rate (May-October)  
50% off hourly rate (Nov-April)

Corporate Rate  
20% off hourly rate (May-October)  
10% off hourly rate (Nov-April)

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.

Cancellation Policy

- Full Rental fee is required **60 calendar days** prior to your scheduled event.
- **Security Deposit**: 50% is retained if cancelled more than 60 calendar days prior to your scheduled event. 100% is retained if cancelled less than 60 calendar days prior to your scheduled event.
- A “one time” rescheduling of any reservation is allowed with the security deposit and rental payment applied to the rescheduled event. All rescheduled events must occur within one (1) calendar year of the date of your original event.
Kendall County Forest Preserve District
MEADOWHAWK LODGE

Rules and 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-four (24) – 60” round dinner tables, two (2) – 8’ x 30” rectangle and eight (8) – 6’ x 30” rectangle tables for your use that is included with your rental and 125 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 holding 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:** Any equipment rented by the client is to be scheduled for delivery and pick-up the same day of their rental event. The Forest Preserve will work with the rental company to set up the delivery and pick-up. No whiskey barrels, beverage tubs (metal or plastic) or other types of containers can be used inside 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, and return tables to their original positions if Staff set-up / tear down is not included in rental. Do not move tables out of enclosed buildings. 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.