

## Kendall County Forest Preserve District MEADOWHAWK LODGE FEES & POLICIES

### Rental Fees (new rates effective August 1, 2017)

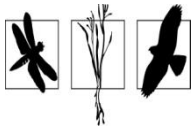
	Fee Amount	Refundable Security Deposit
Wedding Ceremony and/or Reception (Friday & Sunday) (includes Staff Event Coordinator assistance)	\$ 1,300.00	\$ 650.00
Wedding Ceremony and/or Reception (Saturday) (includes Staff Event Coordinator assistance)	\$ 1,600.00	\$ 800.00
	<b>Kendall County Resident</b>	<b>Non-County Resident</b>
	<i>Security Deposit – 50% of contracted time</i>	
Other Rental Events (weekend)	\$ 75.00 / per hour	\$ 100.00 / per hour
Other Rental Events (weekday)	\$ 50.00 / per hour	\$ 75.00 / per hour
Staff Support Set-up or Clean-up (option)	\$ 50.00	
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 means facility is to be cleared and vacated by 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 within 60 calendar days prior to your scheduled event.
- **Security Deposit can be applied to a rescheduled event. Requests must be within one year of the original event date.**



## Kendall County Forest Preserve District

### MEADOWHAWK LODGE

#### Rules and Regulations

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- **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.
- **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 24 – 60" round dinner tables, 12 – 60" rectangular meeting tables and 125 banquet chairs for your use. Boutique linens and audio-visual equipment is available at local rental companies. A dance floor, no less than a 12 x 12 floor, is required if there is dancing of any kind and is available from any local rental companies.
- **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 / clean-up 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.