



**Byron Forest Preserve District**  
7993 North River Road, Byron, Illinois 61010 815-234-8535 x200  
www.byronforestpreserve.com  
Email: raul@byronforestpreserve.com

### Client & Wedding Information

Print Name of Client \_\_\_\_\_

Print Last Names (to be used for directional sign) \_\_\_\_\_

Address of Client \_\_\_\_\_  
Street City State Zip

Phone Number of Client \_\_\_\_\_

Email Address of Client \_\_\_\_\_  
(used for BFPD purposes only -- will not be sold)

Date of Event \_\_\_\_\_ Start time w/setup - End time w/cleanup \_\_\_\_\_

Wedding Package Requested \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Table linens included in package (please circle): Black or White

If your wedding package includes Bar Service, please complete the section below:

Byron Forest Preserve District bar services coordinator must have at least thirty (30) days notice prior to the event.

Time of Bar Service: \_\_\_\_\_ on Main Level.

Time of Bar Service: \_\_\_\_\_ on Lower Level.

Open Bar (a 20% gratuity will be charged) \_\_\_\_\_ Cash Bar \_\_\_\_\_

Cash Bar Prices: Beer (domestic) \$3; Beer (specialty) \$4 and up; Wine \$5; Mixed Drinks \$5-\$7  
Pop (\$1 per can or you may bring in your own pop)

Wine and champagne may be purchased by the bottle for your event but must be served by a Byron Forest Preserve bartender. Wine and champagne are \$16 and up per bottle.

Keg Beer Choice(s) - \_\_\_\_\_  
*1/2 keg serves 210 - 12 oz. drinks (other options available, please ask)*

Special Arrangements: \_\_\_\_\_

## General Rules and Guidelines

### Payments

A non-refundable reservation fee of \$250 is required to reserve the date. The remaining balance must be paid 30 days before the event. For events scheduled within 30 days of an event, full payment is required when the reservation is made.

### Cancellation Policy

Cancellation within 60 days of the event date forfeits all payments made to Byron Forest Preserve. Reservation fee of \$250 is non-refundable.

**If a down payment is made to reserve a date, this form must be submitted within seven (7) days after the payment is made or your rental will be cancelled.**

### Facility Usage General Guidelines

- NO alcoholic beverages may be brought onto Byron Forest Preserve premises which includes but is not limited to the Jarrett Prairie Center. NO alcoholic beverages are allowed in District parking lots.
- Byron Forest Preserve is open to the general public and will remain open during regularly scheduled hours.
- All facility rental activities including setup and cleanup must take place within the reserved time period. Additional fees will be assessed for early arrivals/late departures.
- Rental clients are responsible for general cleanup of the rental area. Additional fees may be assessed for not cleaning up properly or damages caused during the event.
- Client must be at least 18 years old and be present at event during the rental.
- No signs or decorations may be nailed or taped to any surface inside or outside. Command strips may be used then removed properly.
- No structures or vehicles causing damage to turf are permitted on any turf areas. No parking allowed on the bike path.
- All fires must be in or on approved receptacles.
- All District facilities comply with the Illinois Clean Indoor Air Act.
- Confetti, rice, or bird seed usage is not allowed.
- The Client is solely responsible for providing any and all supervision at all times during the Client's use of any facility, including but not limited to the rented facility and all common areas. Further, the Client shall be responsible for ensuring that all guests comply with applicable rules and regulations pertaining to the use of District facilities.
- The District reserves the right to cancel any reservation at any time due to any ordinance or rule violations.
- If there is no staff available and you need assistance during your rental, please call 815-218-2349 or 815-985-4353.

The District does not assume any liability for property lost or stolen on the District premises, or for personal injuries sustained on the premises during the Client's use of the premises and the Client hereby agrees to assume the full risk of any injuries, damages, or loss, regardless of severity, that the Client may sustain as a result of this agreement. The Client further agrees to waive and release the District from any and all losses, claims, suits or judgements, or damages that the Client might sustain as a result of any and all activities connected with or associated with this agreement.

It is hereby agreed by the client that the use of the Byron Forest Preserve District facilities as outlined will be strictly in accordance with all rules, regulations, and ordinances of the Byron Forest Preserve District and the City of Byron. I have read both sides of this printed document and agree to abide by these rules. I understand that pricing is subject to change.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

### Official Use Only:

Amount of \$ \_\_\_\_\_ received on \_\_\_\_\_ by \_\_\_\_\_. Cash \_\_\_\_\_ Check \_\_\_\_\_

Credit Card Type: V MC DISC Expiration: \_\_\_\_\_ # \_\_\_\_\_

Balance of \$ \_\_\_\_\_ due on or before \_\_\_\_\_ or event is cancelled. Cash \_\_\_\_\_ Check \_\_\_\_\_

Credit Card Type: V MC DISC Expiration: \_\_\_\_\_ # \_\_\_\_\_

Cal \_\_\_\_\_ Rec \_\_\_\_\_ Copy \_\_\_\_\_

rev. 5/3/22

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