Byron Forest Preserve District

Client & Event Information

Print Name of Client _____

Print Group Name (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 _____

Facility Requested _____ Expected Attendance _____

Bar Service Requested? _____No _____Yes (complete bar service form)

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. 5/7/24

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Byron Forest Preserve District

7993 North River Road, Byron, Illinois ~ 815-234-8535
Email: raul@byronforestpreserve.com

Business & Social Rentals

Jarrett Prairie Center (JPC) Museum *(4-hour minimum rental)*
Open to the public during rental - $100/hour
Closed to the public during rental - $200/hour until 2pm then $100/hour thereafter

JPC Lower Level	North Shelter	South Shelter
$100/hour (4 hr. min.)	$50 flat fee	$50 flat fee

Clients should include time necessary for setup and cleanup within the rental period.

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.

Nonprofit Organizations - (JPC rental) - $75 flat fee plus $25/hour outside of normal business hours for groups of 50 people or less. Fees to be negotiated for groups over 50 people.

.ental Services Included
-Setup of District's tables and chairs to client's specifications. District staff on duty during event. Wifi accessiblity.

Bar Services / Alcohol Policy
-Full bar service available upon request and completion of proper forms.
-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.

Payments
A non-refundable reservation fee of $100 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 30 days of the event date forfeits all payments made to BFPD. Reservation fee of $100 is non-refundable.

Facility Usage General Guidelines
-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 assesed 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.
-No structures or vehicles causing damage to turf are permitted on any turf areas. No parking is 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, bird seed, or any synthetic materials that will not bio-degrade such as silk flower petals, balloons, and any plastic items e not allowed to be used outdoors. Synthetic items may be used indoors with prior approval and acceptable cleanup after event.
-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

Client Signature_____ Date_____

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