



Creek Bend Nature Center

Special Occasions. Uniquely Yours.

Creek Bend Nature Center is available for your special occasion. Located within beautiful LeRoy Oakes Forest Preserve, along Ferson Creek in St. Charles, this gorgeous facility will take your event from special to extraordinary.

We provide the facility and grounds. You provide the special touches that make the event uniquely yours. Tour Creek Bend Nature Center on Wednesday evenings, from 3-7 p.m. Tours are also available by appointment.

For additional information, call 630-444-3064, or email events@kaneforest.com. Creek Bend Nature Center is located at 37W700 Dean St., St. Charles, IL. Find us on social media @creekbendevents



Creek Bend Nature Center

630-444-3064 • www.kaneforest.com

Find us on social! @creekbendevents



2021-2022 Pricing Creek Bend Nature Center

Rental Area	Weekend Rates	Weekday Rates
	FRIDAY - SUNDAY 9 a.m. – 11 p.m.	MONDAY - THURSDAY: 9 a.m. – 11 p.m.
Full-Facility Rental (Includes Savanna, Terrace, Prairie, Library, Meadow, Kitchen, Outdoor Patio & Outdoor Grounds)	\$2,500 for first 8 hours \$250 per hour afterward	\$1,600 for first 8 hours \$100 per hour afterward

Full Facility Rental Security Deposit: \$1,000***

Tents

If you are using a tent, you must let us know at the time of your contract. Any event requiring a tent must reserve at Weekend Rates.

All Full-Facility Rentals include one day in advance of your event for your tent setup by a vendor of your choosing. We require a certificate of insurance from all tent vendors, no later than one month prior to your event. Under no circumstances may tents be setup more than one day in advance of your event. Setups must take place between 8 a.m. and 4 p.m. Tents for Friday/Saturday rentals must be removed no later than the Monday immediately following your event. Tents for Sunday rentals must be removed by Tuesday. See the Tent Vendor Guidelines for full details.

Nature Center Rental (Museum Space)

The Nature Center museum space may be added to your Full-Facility Rental at a rate of \$250 per hour, however, this option is *only* available after 5 p.m.

Individual Rooms Rental

(Savanna Room with Outdoor Patio, Terrace Room, Prairie Room with Library, Meadow Room, and Kitchen.

\$500 for first 4 hours
\$100 per hour afterward

Individual Rooms Rental Security Deposit: \$300***

*** Security deposits hold your event date and time. They are not considered part of your rental and will not be applied to your rental costs. Security deposits will be returned, as long as there are no damages to the facility and/or grounds, including the lawn, and the facility was left in a clean condition. Events canceled 6 months or more prior to an event will receive a full refund. Events canceled less than 6 months prior to an event will receive a full refund minus the security deposit.

All rental fees must be paid in full no later than 1 month prior to your event. Events not paid in full 1 month prior will be canceled and your security deposit will be forfeited.

All events must conclude no later than 11 p.m., meaning the facility must be cleaned, cleared and vacated. The facility should appear as you found it, when you first arrived. Please plan your event start/end times, accordingly. In most cases, you will wish to hire full-service caterers and wait staff to assist with clean-up.

The above rates are subject to change at any time. Rates should only be considered final when a security deposit has been received by the Forest Preserve District of Kane County, and both parties have signed a contract. For additional information or to make a reservation, call 630-444-3064 or email events@kaneforest.com.



Additional Rental Information for the Barbara Belding Lodge & Creek Bend Nature Center

1. With a signed contract, we require a security deposit based on the rental space you are choosing. At the Barbara Belding Lodge, Full Lodge rental requires a \$300 deposit, Oak & Acorn requires a \$200 deposit, and Meeting Rooms require a \$100 deposit. At Creek Bend Nature Center, Full-Facility rental requires a \$1,000 deposit, Individual Rooms rental require a \$300 deposit. After your event, upon inspection of the facility, if there is no damage or out-of-the-ordinary cleaning required, we'll mail your security deposit to you within two weeks of your rental.
2. **All events must be paid in full no later than 1 month prior to your event.** Events not paid in full 1 month prior to your event will be canceled and your security deposit will be forfeited.
3. We require two separate checks for your event – one is for your security deposit and the second is for the actual rental of the facility. The security deposit is not applied to the rental cost. Security deposit checks are cashed upon receipt, and also serve to hold the date for your event. Events canceled 6 months or more prior to an event will receive a full refund. Events canceled less than 6 months prior to an event will receive a full refund minus the security deposit.
4. We do not accept credit cards. All checks are to be made payable to the "Forest Preserve District of Kane County" and mailed or delivered to:

Forest Preserve District of Kane County
Attn: Facility Assistant
1996 S. Kirk Rd., Suite 320
Geneva, IL 60134

Payment will not be accepted on-site at either the Barbara Belding Lodge or Creek Bend Nature Center. We will not extend any rentals and accept payment during an event.

5. **You, your guests and vendors are only permitted inside the facility during your actual rented time.** You may not access the facility any earlier or later than your contract states. This is also true for guests, family, and vendors (caterers, bar staff, DJs, etc.) Please consider the amount of time you and your vendors will need to completely setup before your event and cleanup after your event. Your rental must include any additional setup/cleanup time. It's best to prepare for more time than you think you'll actually need. Most renters reserve the facility 2-3 hours before their event is scheduled to begin, and for at least 2 hours afterward. In some cases, it may be best to rent the facility one day in advance of your event, simply for decoration and setup. Again, please plan your rental times accordingly.

6. All events must be concluded by 11:00 p.m. This means you and your guests have departed and the facility has been cleaned and returned to the way it appeared prior to your event. Events that have not been cleaned and cleared by 11:00 p.m. (or the end time of your rental) will forfeit their security rental.
7. If you or your vendors require additional access to the facility, parking lot, or outside grounds before/after your actual rental time, you must rent the facility as part of your contract to cover that time. We must have staff present for any equipment deliveries or pickups, and you will be charged for that time on an hourly basis. This includes catering setup, delivery/pickup of dishes, tableware, rental equipment, etc. Remember, you and your vendors can't enter the facility or grounds any earlier than your rental agreement.
8. Tents are allowed at Creek Bend Nature Center, but not at the Barbara Belding Lodge. You must let us know at the time of your contract if you will be using a tent. Any event requiring a tent must reserve at Weekend rates. All Full-Facility Rentals include one day in advance of your event for your tent setup by a vendor of your choosing. We require a certificate of insurance from all tent vendors, no later than 1 month prior to your event. Under no circumstances may tents be setup more than one day in advance of your event. Setups must take place between 8 a.m. and 4 p.m. Tents for Friday or Saturday rentals must be removed no later than the Monday immediately following your event. Tents for Sunday rentals must be removed by Tuesday. There is no additional charge for tent pickup. See the Tent Vendor Guidelines for full details.
9. The Forest Preserve District will setup our own banquet tables and chairs inside the facility for your event, based on the individual setup you have agreed to with our Facility Assistant, no later than 3 weeks in advance of your event. We have 60-inch round tables that accommodate 8 people to a table, 8-foot rectangular banquet tables, and banquet chairs. Forest Preserve District tables and chairs are for indoor use only. We will be in contact with you prior to your event to coordinate your individual setup. Placement of any additional rented tables, chairs, decorations, and/or equipment is entirely your responsibility. Again, be sure to add to your rental contract any additional setup/cleanup/equipment pickup times.
10. Once the inside rooms have been setup by our personnel, any changes to the layout are your responsibility. The Facility Assistant is not there to move furniture. Any damage done to our facility or contents will be your responsibility.
11. We do not provide table linens. You may rent linens through your caterer or any rental company. We have 60-inch round tables and 8-foot rectangular tables. Alternatively, you may bring your own linens or purchase tablecloths at any party store.
12. Decorating is permitted, but we ask that you do not use nails or tacks on the walls. Tape, picture putty, and string are permitted; however, you will be responsible for any damage these items may cause. Any decorating, table linens, etc. must be removed at the end of your event

and put in the trash cans. You are expected to leave the facility as clean as you found it. Failure to adhere to these rules may result in forfeit of your security deposit.

13. ***You, your staff and/or caterers must dispose of all garbage and recycling in the appropriate dumpster at each facility.*** Please encourage your guests to recycle, and cans are provided inside the facilities for this purpose. If there is any food prep or catering that requires use of our kitchen, you or your caterer must mop the kitchen before exiting the premises. You are expected to leave the facility as clean as you found it, with all trash removed to the appropriate dumpsters, and empty cans returned to their original spot.
14. ***No homemade food is permitted. There are no exceptions. All food must be purchased through a caterer or restaurant/licensed commercial food establishments.*** Any caterers or restaurants providing on-site food service must provide a Certificate of Insurance stating: "The Forest Preserve District of Kane County is named as an additional insured." We must have this information no later than 3 weeks prior to your event.
15. The kitchen area contains a convection oven, microwave oven, refrigerator, and a coffee pot, which you are welcome to use. We also provide coffee filters. You would need to provide coffee, cream, and/or sugar.
16. ***Alcohol is permitted on the premises, but must be served by an insured and licensed caterer or bar service.*** Your caterer may have the required Dram Shop insurance, in which case they may serve alcohol. If they do not have the Dram insurance, we have bar services that you may contract with directly. You are not required to purchase alcohol through the bar services, but licensed bar services must serve any alcohol at your event. All caterers or bar services serving alcohol must provide a Certificate of Insurance stating: "The Forest Preserve District of Kane County is named as an additional insured." We must have this information no later than 3 weeks prior to your event. If you have a relative or friend who is a bartender, they are not acceptable as your bartender, unless they specifically have Dram Shop insurance coverage and provide a Certificate of Insurance stating "The Forest Preserve District of Kane County is named as an additional insured."
17. Last call for alcohol will be no later than one half-hour prior to the end of your rental time, and while your bartender is on duty. No alcohol is to be served after your bartender has closed the bar and left the premises.
18. If planning an outdoor event, we provide only a few picnic tables. The picnic tables are to be left where they are found at the venue. Forest Preserve District chairs and tables are not permitted to be moved outside the facility. You are welcome to rent a tent (at Creek Bend), chairs, tables, or other equipment from outside vendors. All vendors or service providers must provide a Certificate of Insurance stating: "The Forest Preserve District of Kane County is named as an additional insured." We must have this information no later than 3 weeks prior to your event.

19. A Facility Assistant will be on the property at all times during your event as a representative of the Forest Preserve District of Kane County. He/she is there to protect the property as well as ensure that your event runs smoothly. He/she is not there as a wedding planner, waiter/waitress, bar server, decorator, or in any other capacity. He/she is there to make sure the renter cleans up properly and leaves the venue as they found it.
20. The gas fireplace is available at no charge. Please request the use of the fireplace prior to your event. The outside fire pit at Creek Bend Nature Center is not available for use during rentals.
21. All music must end by 10:00 p.m. and not exceed 110 decibels.
22. Driving on the lawn to load, unload, or for any other reason is strictly prohibited. Additionally, carpets or flooring on the grounds, under the tent (except dance floors) regardless of size, are not permitted. Any damage to the outside grounds will result in forfeit of security deposit.
23. Faux-flame candles are permitted inside. Sparklers and candles are welcome outside. Sparklers must be disposed of in a bucket of water. No sky lanterns are permitted outside. Since you will be on forest preserve grounds, we ask that you use eco-friendly options if you are going to throw something on the grounds, or on the walk-out, in celebration, such as biodegradable paper options, rose petals, lavender, bubbles, sparklers, ribbon wands, etc. No live animals (for example butterflies, birds, etc.) can be released or used.
24. Children are to be supervised at all times, both inside and outside the facility. Running up and down stairs or playing with or in the elevator is not permitted.
25. All special event rentals must follow the current Restore Illinois guidelines at the time of your event. For full details, visit <https://coronavirus.illinois.gov/s/restore-illinois-introduction>
26. If there are any violations to these rules, we reserve the right to immediately terminate your reservation and retain your security deposit.



Caterer/Vendor Guidelines

Please be aware of the following guidelines for caterers, bar staff, and other vendors you've contracted with to supply services for your event. Please give them a copy of these guidelines:

SCHEDULING

- **We do not permit any access to the facility outside of the renter's contracted time.**
 - Renters and their vendors should communicate, so everyone will know exactly when each has access to the facility, and when everyone's expected to vacate the facility.
 - If a renter or their vendors need access to measure, decorate, setup, cook, drop off supplies, etc., this must be reserved well in advance, as part of the renter's contract. Any on-site cooking will need to be approved in advance. We cannot permit last-minute requests for additional rental time.

CERTIFICATES OF INSURANCE

- We must be in receipt of a Certificate of Insurance from all vendors no later than 3 weeks prior to an event. **Vendors who have not supplied an acceptable Certificate of Insurance 3 weeks prior to an event will not be permitted to provide services for an event.** This includes caterers, tent vendors, bar services, wait staff, DJs, bands, etc.'

CATERERS

- No homemade food is permitted. All food must be purchased through a caterer or restaurant/licensed commercial food establishments. Any caterers or restaurants providing on-site food service must provide a Certificate of Insurance, listing the Forest Preserve District of Kane County as an additional insured. Further caterer guidelines are attached in the packet.

BAR SERVICES

- Alcohol must be served by an insured and licensed caterer or bar service. We must have their Certification of Insurance on file, with the Forest Preserve District listed as an additional insured. Last call for alcohol will be no later than one half-hour prior to the end of your rental time, and while your bartender is on duty.

EQUIPMENT

- The District provides tables and chairs to be used inside the facility. Check with our Facility Assistant for the types of tables and chairs provided.
- District furniture may not be moved to or used outside of the facility.
- You must contact the Facility Assistant with your preferred setup, no later than 3 weeks prior to your event.

- Please consider that Creek Bend Nature Center may be open to the public, during your setup and event. Forest Preserve District staff and the public need to access our facility:
 - **Do not block main entrance to any building with trucks or equipment.**
 - **Do not block traffic's ability to pull around directly in front of the building.**
 - **At Creek Bend Nature Center, equipment vendors must load/unload in the area between the sidewalk north of the Nature Center and the garage.**

NO DRIVING ON THE GROUNDS

- **There is absolutely no driving on the grounds.** Not only could this damage natural resources, there are buried septic fields at each location. This could result in an unpleasant event, as well as leave you liable for the replacement cost of the entire septic field. Please plan loading/unloading of equipment accordingly. You/your vendors should bring any necessary carts, dollies and/or hand trucks to transport equipment to/from the site. Security deposits will be forfeited for any events at which vendors and/or guests drive onto the grounds. It is the responsibility of the renters to make their guests and vendors aware. No exceptions.

STAFF

- The District's Facility Assistant is your primary contact for scheduling rentals, contracts, submitting certificates of insurance and setups.
- While the Nature Center may be open to the public during your setup, the naturalist staff cannot answer rental questions, provide admittance to the rental side of the facility, and/or accept items to be "dropped off" inside the facility for your event. All of these functions are the role of the Facility Assistant.

EQUIPMENT PICKUP

- **All equipment must be fully removed the day after an event, to avoid an additional fee.**
- Vendors must clean-up any garbage generated by the event (for example, zip ties on the lawn). We are a conservation agency. We cannot permit zip ties and other garbage to be left on Forest Preserve District grounds.

Failure to remove tents or equipment, and/or follow vendor guidelines may result in forfeit of a renter's security deposit and/or refusal of future vendor contracts at any Forest Preserve District of Kane County facilities.

Failure to follow caterer/kitchen guidelines may result in forfeit of a renter's security deposit and/or refusal of future vendor contracts at any Forest Preserve District of Kane County facilities.



Caterer/Kitchen Guidelines

If you serve food during your event, please be aware of the following guidelines.

Make sure your caterer, bar staff and wait service (if applicable) also have a copy of these guidelines:

Before leaving, caterers, bar staff and wait service (or renters, if not using catering/bar/wait staff) must perform the following clean-up duties:

- Place all event-generated trash (inside and outside) in the designated trash dumpster in parking lot.
- Place all event-generated recycling (inside and outside), including cans, bottles, etc., in designated recycling dumpster in parking lot.
- Return any District-owned empty trash cans to the kitchen, with new trash-can liners installed.
- Wipe-down kitchen and bar countertops.
- Clean-up and wipe-down microwave.
- Wipe-down and clean out sink.
- Close all windows in kitchen and bar area.
- Mop kitchen floor as well as floor where bar is located (if applicable). Dump water in storage closet slop sink (just east of the kitchen). Return mop and bucket to storage closet.
- If you have brought in any cleaning supplies, please take them with you, when you leave. Please do not take any District-supplied cleaning supplies.

The following cleaning supplies are provided for this purpose: trash liners, mop, bucket, broom, dustpan, window cleaner, soap and water, garbage bags. Please ask the Facility Assistant if you have trouble locating any of these supplies.

Failure to follow caterer/kitchen guidelines may result in forfeit of a renter's security deposit and/or refusal of future vendor contracts at any Forest Preserve District of Kane County facilities.



Tent Guidelines

Please be aware of the following guidelines for use of tents.
Make sure your tent vendor also has a copy of these guidelines:

- **TENT SETUP/SCHEDULING**

- **All tent setups/removals must be pre-arranged with the District's Facility Assistant, to make sure there are no scheduling conflicts.**
- Any event requiring a tent must reserve at Full-Facility Rental rates. All Full-Facility Rentals include one day in advance of your event for tent setup by a vendor of your choosing.
- **Tent setups do not include access to the inside of the rental facility. Any access to the inside of the facility must be reserved separately through the Facility Assistant, as part of your contract.**
- We must be in receipt of a Certificate of Insurance from your tent vendor **no later than 3 weeks prior to your event.**
- District furniture may not be used outside. You must contract with a vendor for any furniture, lighting, or linens to be used in conjunction with your tent.
- Carpets or flooring on the grounds, under the tent (except dance floors) regardless of size, are not permitted.
- Please be aware that the Facility Assistant's role is to coordinate rental contracts and details for private event rentals. Their job is quite different than that of our Naturalists, whose role is to staff the Nature Center and lead nature programs. While the Nature Center may be open to the public during your tent setup, the Naturalist staff cannot answer rental questions, provide admittance to the rental side of the facility, and/or accept items to be "dropped off" inside the facility for your event. If renters or vendors require access to the rental side of the facility, this must be booked in advance through the District's Facility Assistant, as part of your contract.

- **LOCATIONS**

- Tent company must follow diagram as to where they can/cannot setup.
- Tent company must not drive on the lawn.
- Please consider that Creek Bend Nature Center may be open to the public, during your tent setup and removal. Staff and the public may need to access our facility. Please be considerate and do not block the entrance to the facility, the entrance to the garage, or the flow of traffic directly in front of the facility, with either equipment or trucks.
 - **Do not block main entrance to the facility with trucks or equipment.**
 - **Do not block traffic's ability to pull around directly in front of the nature center.**
 - **Tent company must load/unload in the area between the sidewalk north of the nature center and the garage.**

NO DRIVING ON THE GROUNDS

- **There is absolutely no driving on the grounds.** Not only could this damage natural resources, there are buried septic fields at each location. This could result in an unpleasant event, as well as leave you liable for the replacement cost of the entire septic field. Please plan loading/unloading of equipment accordingly. You/your vendors should bring any necessary carts, dollies and/or hand trucks to transport equipment to/from the site. Security deposits will be forfeited for any events at which vendors and/or guests drive onto the grounds. It is the responsibility of the renters to make their guests and vendors aware. No exceptions.

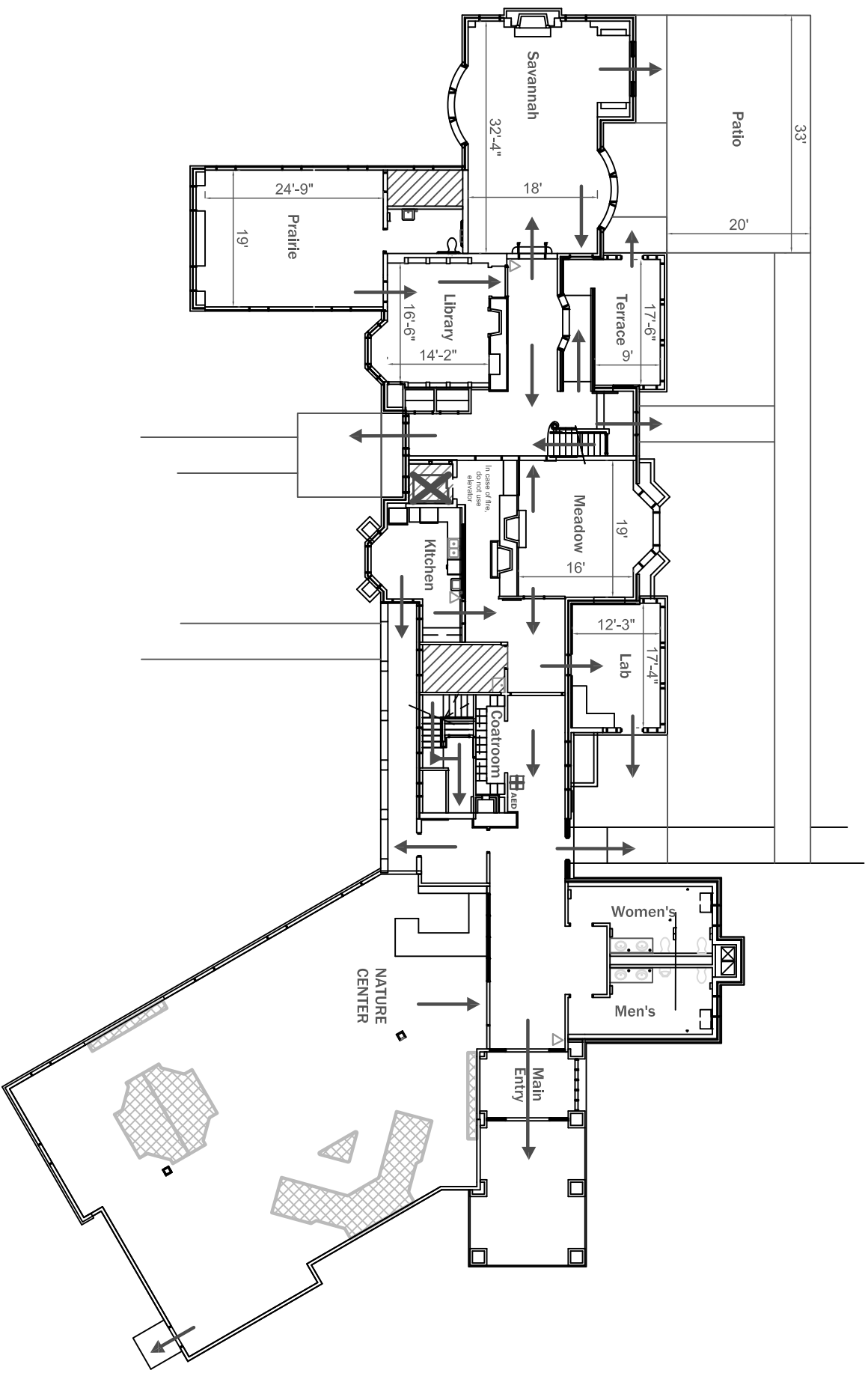
TENT REMOVAL

- All tents and equipment must be fully removed the day after your event.
- Tent vendors must clean-up any garbage generated by the tent (for example, zip ties on the lawn). We are a conservation agency. We cannot permit zip ties and other garbage to be left on Forest Preserve District grounds.

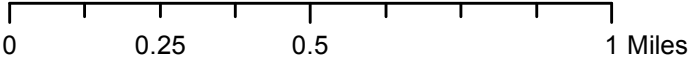
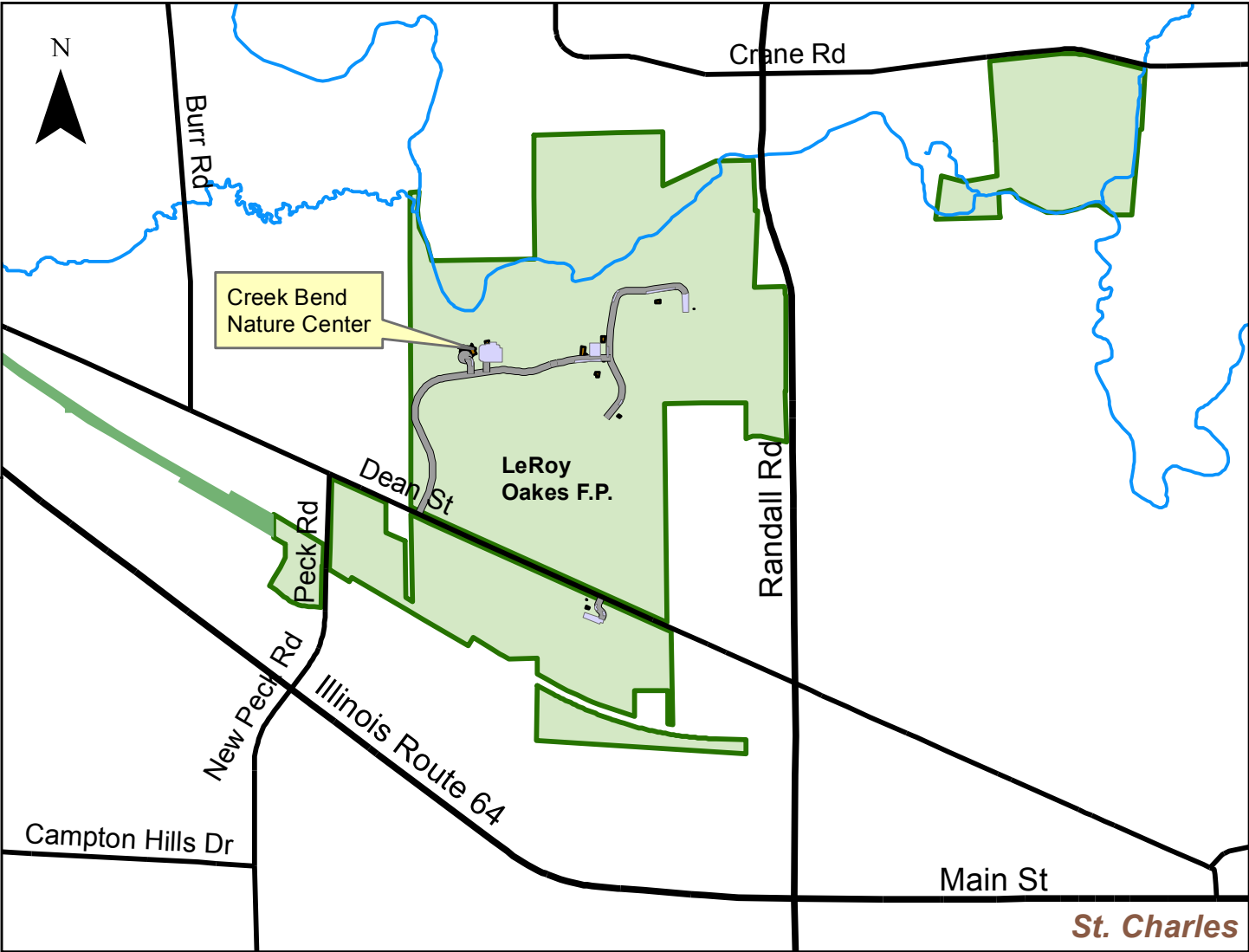
Failure to remove tents or equipment, and/or follow tent vendor guidelines may result in forfeit of a renter's security deposit and/or refusal of future tent vendor contracts at any Forest Preserve District of Kane County facilities.

Creek Bend Nature Center

at LeRoy Oakes Forest Preserve



LeRoy Oakes Forest Preserve



LeRoy Oakes Forest Preserve / Creek Bend Nature Center
37W700 Dean Street, St. Charles, IL 60175