

Wedding Request & Agreement

3939 Nearing Lane, Decatur, Illinois, 62521 ● Phone: 217.423.7708 ● MaconCCD.org ● Rentals@MaconCCD.org

Congratulations!

We are delighted you have chosen a beautiful natural setting for your special day. The success of your event is important to us. Our wedding application is designed to address considerations unique to planning a wedding event in an outdoor setting. Our staff members are willing to assist you in your plans related to the Conservation Areas and facilities.

Event Information (PLEASE PRINT)

Wedding Day & Date _____ Number of Guests: _____

Rental Time: _____ to _____ Time Wedding Will Be Held: _____ to _____

Contact Information (PLEASE PRINT)

Bride's Name _____ Groom's Name _____

Contact's Address _____ City _____ State _____ Zip _____

Contact's Phone Number _____ Cell Phone Number _____

Email _____

Emergency Contact Name _____ Phone Number _____

Day of event contact person name _____ Phone Number _____

Outdoor Wedding Ceremony Locations

There is NO electricity at the following locations, except Bethel School Yard and Hidden Hollow. The District is not responsible for any damages that might be incurred. All weddings, pictures and clean up must be completed 1 hour before sunset, which is when the gates are locked. All items used for your wedding must be removed at this time, unless other arrangements have been made. With some of the wedding area rental you are required to reserve 1 to 2 of the pavilions in the area. There is a separate cost for each pavilion rented. Deposit fees are refundable if no damage or litter is found. **Use of confetti or any thrown materials is prohibited.**

Outside Wedding Locations	Fees	Required Deposit Fee	Required Pavillion Fee	Total
Hidden Hollow Patio – Rock Springs (max capacity 100)	\$400	\$200	-	\$
Pine Forest - Rock Springs (max capacity 250)	\$300	\$150	-	\$
Cattail Pond – Rock Springs (max capacity 120)	\$250	\$150	-	\$
The Meadow – Rock Springs (Max capacity 60)	\$250	\$150	-	\$
Rodney T. Miller Wetland – Rock Springs (Max capacity 60)	\$250	\$150	-	\$
Bethel School Yard – Friends Creek (max capacity 150)	\$250	-	\$65	\$
The Overlook – Griswold (max capacity 100)	\$250	-	\$35	\$
North Prairie – Fort Daniel (max capacity 60)	\$250	-	\$35	\$
			Total	\$

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Pavilion Rentals

(Electricity is available at all of the following locations. Picnic tables can be **moved by MCCD staff only**, to the perimeter of the pavilion, at no charge as long as MCCD is notified of this request at least 2 weeks before reservation date. To have them move further away, out of picture range, they will be a charge of \$208.00 for this service.) **Use of confetti or any thrown materials is prohibited**

Pavilions	Fees	Table Moving Fee	Total
Pavilion 1 <i>near the woods</i> - Rock Springs (<i>max capacity 80</i>)	\$35	\$208	\$
Pavilion 2 <i>near the pond</i> – Rock Springs (<i>max capacity 80</i>)	\$35	\$208	\$
Pavilion Large – Friends Creek (<i>Max capacity 112</i>)	\$35	\$208	\$
Pavilion Small – Friends Creek (<i>Max capacity 72</i>)	\$30	\$208	\$
Pavilion – Fort Daniel (<i>max capacity 70</i>)	\$35	\$208	\$
Pavilion Large – Griswold (<i>max capacity 100</i>)	\$35	\$208	\$
Additional Fees			
Tent charge*	\$150	-	\$
Total of all Fees			\$

I would like the picnic tables moved to the perimeter of the pavilion.

I would like the picnic tables moved out of picture range.

Please Initial:

_____ I DO NOT need the picnic tables moved

_____ I understand that neither I nor my guests can move the picnic tables around within/outside the pavilions.

Tent Charge

Only the following location is available for tent placement: **Cattail Pond**. If you are planning on having a private company set up a tent for your ceremony, there will be a fee of \$150.00. (Macon County Conservation staff will have to coordinate the placement of the tent’s location. MCCD will not be held responsible for any damages. The tent will need to be set up and removed on the same day, unless other arrangement have been approved with MCCD staff.)

Tent Company Name _____ Company Contact: _____

Company Phone Number: _____ Company Email: _____

Date and time the company will **set up** the tent: _____ am/pm

Date and time the company will **remove** the tent: _____ am/pm

Location of tent (be specific)

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Room Rentals: Available Only at Rock Springs Nature Center

If room rentals for reception, wedding room, and/or dressing room are needed, they are only available at the Rock Springs Nature Center for a full-day rental. Any wood for the fire pit and/or fireplace **must** be purchased from the Conservation District. If rental is needed outside of the Nature Center’s operating hours listed below, there will be a \$75/hour additional fee.

Rental Packages (Lower-Level see attached floorplan)	Room Fees: Full Day	(Required) Refundable Deposit	Total Including Deposit	
Monarch Room (max capacity 38)	\$250	\$125	\$	
Redbud Room (max capacity 32)	\$250	\$125	\$	
Acorn Kitchen (Max capacity 18)	\$250	\$125	\$	
Cicada Room (Max capacity 19)	\$250	\$125	\$	
Hidden Hollow Patio (max capacity 100)	\$400	\$200	\$	
Additional Items	Price	Quantity	Total	
Firewood bundle (10-12 pieces)	\$5/bundle	bundles	\$	
Grill	\$20/hour	hours	\$	
Upper-Level Available Rooms	Room Fee: Full Day	(Required) Refundable Deposit	Total Including Deposit	
Greenberg Auditorium (max capacity 100)	\$400	\$200	\$	
Forest Classroom (max capacity 25)	\$250	\$125	\$	
Washburn Classroom (max capacity 20)	\$250	\$125	\$	
** Rentals made outside of Nature Center operating hours will be charged an hourly fee of \$75 per hour for any time outside of the listed hours.			Non-Operating Hours Fee**	\$
			Total of All Deposits & Fees	\$

Nature Center Operating Hours:

Monday – Friday: 8am – 5pm
 Saturday: 9am – 5pm
 Sunday: 1pm – 5pm

Rehearsal

Will You be holding a rehearsal at our facilities? Yes No

Date and Time: _____ am/pm to _____ am/pm

Are you planning to have music? Yes No

*See **ENTERTAINMENT** section below for rules and regulations.

REQUIRED FIELD: What is your plan for rain? If planning an outside event, the Macon County Conservation District is not responsible for changes in weather and payments will not be refunded in the event of weather.

What amenities are you planning on bringing to the site? (chairs, arbor, tent, decorations, etc.) *Note: all items brought must be set up and removed on the day of the rehearsal. Items found before or after stated date and time will be disposed of by the District.

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DEPOSIT & PAYMENT

- Payments must be paid in full at the time of booking to secure the reservation. **This includes the deposit.**
- Reservations must be made 15 business days prior to the event.
- Must be 18 years of age or older to make a reservation and contact person on site the day of the event must be 18 years of age or older.
- Violation of any guidelines in the policy below may result in forfeiture of deposit.
- If excessive damage is found that will not be covered by the deposit, Renter will be billed the replacement value amount.
- Firewood bundles **must** be purchased from the Macon County Conservation District and the gathering of wood, sticks, and debris from the forest or trails is strictly prohibited.

CANCELLATION POLICY

- Cancellations must be made at least 15 full days in advance of the event to receive a full refund.
- Cancellations made less than 15 full days in advance forfeit the deposit.
- Cancellations made less than 7 full days in advance forfeit the entire paid balance upon cancellation.

VENDOR GUIDELINES

- All vendors that will be used for your event will need to be submitted to the Macon County Conservation District in order to determine insurance requirements.

CATERING

- Caterers staying on-site must meet with the venue representative staff member and provide the following:
 - Certificate of Insurance with the following requirements:
 - Macon County Conservation District (3939 Nearing Lane, Decatur, IL 62521) must be listed as the certificate holder.
 - Macon County Conservation District must be listed as additionally insured, with proof of general and auto liability if driving into the Rock Springs Conservation Area.
 - A minimum of \$1,000,000 of coverage.
 - Copy of Health Department license.
 - Day-of schedule (arrival time, serving time, service duration, etc.)
 - Space requirements, special needs, and layout.
 - Adequate amount of catering staff based on guest count.
- Catering will have access to the venue beginning at the start of the reservation start time. **Catering service is not permitted to cook on the stovetop in the kitchen** and the kitchen must be returned to the same conditions as they were upon arrival.

ALCOHOL/BARTENDING.

- The renter must hire a licensed, insured, and BASSET certified bartending service. **Self-serving is prohibited.**
- Bartending services must discuss requirements with and provide the following to the Macon County Conservation District:
 - Certificate of Insurance with the following requirements:
 - Macon County Conservation District (3939 Nearing Lane, Decatur, IL 62521) must be listed as the certificate holder.
 - Macon County Conservation District must be listed as additionally insured, with proof of general and auto liability if driving into the Rock Springs Conservation Area.
 - A minimum of \$1,000,000 of coverage.
 - Dram shop/Liquor Liability coverage.
 - Bartenders must be BASSET certified.
 - Day-of schedule (arrival time, serving time, service duration, etc.)
 - Space requirements, special needs, and layout.
 - Adequate amount of staff/bartenders based on guest count.
- A representative from the bartending service must remain on-site until all drink service is complete and all related items are removed from the venue.
- Alcohol service must end 30 minutes prior to the end of the scheduled event.
- Alcohol is only permitted to guests ages 21 and older.

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- All alcohol must be removed at the conclusion of the event. Any items left will be disposed of.
- If alcohol is not approved prior and is brought in, Renter and party will be asked to leave and forfeit all deposits and fees.
- After service is completed, bartending service is responsible for breaking down their area. Area should be left in same conditions as found.

ENTERTAINMENT

- Entertainment must discuss with and provide the following to the Macon County Conservation District:
 - Day-of schedule (arrival time, service duration, etc.).
 - Space requirements, special needs, and layout.
 - Music must be kept at a reasonable volume (not over 70 decibels) so as not to disturb other guests visiting the Conservation Area, and not to disturb or disrupt any wildlife. If the venue representative staff member has to ask that the volume be lowered more than three times during the rental time period, the renter will be asked to turn the music off. Music is not permitted after 8pm. Starting at 7:30pm, the music must be lowered.
 - Rock Springs Conservation Area is open to the public; all music must be appropriate to be considerate of other guests visiting the area.

Please list any vendor that you will be using during your event. All vendors used for your event need to be submitted to the Macon County Conservation District 14 business days prior to your event to determine insurance requirements.

Entertainment:	Other:
Food Service:	
Beverage Service:	

Once you have completed and signed the forms, please email to Rentals@MaconCCD.org or mail/drop off to:

3939 Nearing Lane
Decatur, IL 62521
Attn: Rentals

Once we receive your request form, one of our staff will reach out to you. Please select your preferred form of contact:

Phone Call___ Email___

Additional Comments

Nature Center Operating Hours:

Monday – Friday: 8am – 5pm

Saturday: 9am – 5pm

Sunday: 1pm – 5pm

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Additional Rental Rules & Information Sheet for the Rock Springs Nature Center

DECORATIONS

- Macon County Conservation District will not provide decorations, linens, dishes, or cutlery.
- No permanent or damaging changes are to be made to the venue (i.e. nails, duct tape, glue, screws or staple guns). Masking and painters tape are permitted; however, Renter is responsible for any damages these cause.
- **Confetti, fake flower petals, smoke sticks/bombs, rice, and live animals (butterflies, birds, etc.) are not allowed.**
- All decorations must be removed at the conclusion of the event. Any items left will be disposed.
- Smoking/fog machines, real candles, sparklers, and fireworks are prohibited.
- No inflatables (i.e. bounce houses, pools, etc.) or tents are permitted.
- Tables indoors and patio furniture outdoors are not to be moved.

ARRIVAL/DEPARTURE

- Access to reserved spaces both indoors and outdoors begins and end at your contracted time. **This includes decoration set-up and tear-down.** Please plan your times accordingly.
- Occupying the space before/after your contracted rental time may result in additional time being charged.
- Please ensure the reserved area(s) are cleaned up, garbage is placed in the garbage cans, and the area is vacated by guests at the conclusion of the event.
- Items including decorations, alcohol, or other event materials may not be left outside of the reserved event time and will be disposed of.

OTHER REMINDERS

- Vehicles are not permitted on grassy areas, trails, or sidewalks.
- Indoor and outdoor capacity amounts cannot be combined. Meaning, if renting all downstairs rooms plus the patio, in the event of inclement weather, the 100 guests outside cannot join the 110 guests inside as it goes over the maximum allowable capacity. Please make sure to plan accordingly.
- Watch your step while entering/exiting the patio area from the large doors, there is a height difference in the threshold.
- The Macon County Conservation District is not responsible for lost/stolen items.
- The Macon County Conservation District is not responsible for monitoring nor reporting approaching weather systems to its Renter nor to the participants and spectators at events held on District property. All risk of injury or death from weather-related conditions that may arise is expressly assumed by Renters, participants, and spectators.
- Only service dogs that are leashed are permitted inside the venue, all other animals are prohibited.
- Amplified music or use of a loudspeaker must have prior approval from the venue representative. Music and speaker usage is not permitted after 8pm.
- Event attendees must park in main blacktop parking lot. Parking in staff rock lot is prohibited. Parking lot cannot be reserved for the event.
- Real candles inside the fireplace or firepit are prohibited.
- Staff will light and extinguish fires at the beginning and conclusion of the event.
- **No cooking** or major food prep is allowed in the kitchen. Warming trays, proofers, and chaffing dishes are permitted.
- Only staff can open, close, or move the interior and exterior movable walls and doors. Damages to these due to Renter or guests attempting to move them will result in forfeit of deposit and could result in additional billing to cover damage to the walls or doors.
- Once set up in the pre-approved layout, tables cannot be moved due to possibility of floor damage.
- Children are to be supervised at all times, both inside and outside the facility. Running up and down the stairs, going into staff only areas, or playing with the elevator are not permitted.
- District staff will be on-site at all times during the event as representatives of the Macon County Conservation District. They are there to protect the facility and property, and to assist if Renter has questions or needs more supplies (garbage bags, cleaning spray, etc.) They are not there as a wedding/event planner or coordinator, waiter/waitress, bar server, decorator, babysitter, busser, or in any other capacity. They are there to ensure the Renter cleans the space properly and leaves the venue as they found it.

If there are any violations to these rules or any other rules listed in this agreement, we reserve the right to immediately terminate the reservation and retain the deposit.

Waiver of Liability

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WAIVER OF LIABILITY AND RELEASE OF CLAIMS

This agreement must be signed and submitted to secure your reservation. I agree to abide by all terms and conditions set forth in this document, and failure to adhere to these regulations will incur financial penalties and possible legal action.

For consideration of use of Macon County Conservation District properties for a special use event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event and I agree to assume the full risk of injury, including death, loss, or damage of property from conducting the event. I agree to waive and relinquish all claims I may have as a result of hosting the event. I do hereby fully release and discharge the Macon County Conservation District and its Trustees, Directors, agents, servants, and employees from any and all claims from injuries, including death, damage, or loss which may occur to participants through activities of conducting the event. The Macon County Conservation District reserves the right to require certificate of insurance for any event that increases the District's liability. If required, the User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Macon County Conservation District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the date(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance. User's insurance shall be primary insurance as respects to the Macon County Conservation District. The District does not assume any liability for property damaged, lost, or stolen on District properties, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages, or loss regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the Macon County Conservation District from any and all losses, claims, suits, judgements, or damages that the User might sustain as a result of any and all activities connected or associated with this Agreement. I have read and fully understand the above details and Waiver and Release of all claims.

PRINT NAME OF RESPONSIBLE PARTY

SIGNATURE OF RESPONSIBLE PARTY

NAME OF ORGANIZATION (IF APPLICABLE)

DATE

OFFICE USE ONLY

PAYMENT RECEIVED DATE: _____ **CASH \$** _____ **CHECK #** _____ **CC** _____

ENTERED ONLINE: RECEIPT # _____ **RESERVATION #** _____ **DATE** _____

RECEIVED BY: _____

STAFF SIGNATURE: _____ **DATE:** _____

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