

# Banquet Room Rental Fees

(available May 1<sup>st</sup> – October 31<sup>st</sup>)

## Atwood Homestead Clubhouse- small group setting (20-40):

Facility use accompanied with Golf Outing	N/C
Facility use accompanied with Food & Beverage Service	N/C
Facility use only	\$75
A "Special Event Request Form" must be completed and approved prior to facility may be booked.	

*Room rental includes: set-up and tear-down*

## Macktown Clubhouse- medium group setting (40-60):

Facility use accompanied with Golf Outing	N/C
Facility use accompanied with Food & Beverage Service	N/C
Facility use only	\$100
A "Special Event Request Form" must be completed and approved prior to facility may be booked.	

*Facility rental includes: set-up and tear-down*

## Ledges Clubhouse- large group setting (80-100):

Facility use accompanied with Golf Outing	N/C
Facility use accompanied with Food & Beverage Service	N/C
Facility use only	\$200
A "Special Event Request Form" must be completed and approved prior to facility may be booked.	

*Facility rental includes: set-up and tear-down*

## Important Facility Rental Notes:



All outside caterer's must meet the following criteria:

- Must be pre-approved by the Forest Preserves of Winnebago County
- Must hold a valid food permit with the Winnebago County Health Department
- Must provide the Forest Preserves of Winnebago County a Certificate of Insurance with the Forest Preserves of Winnebago County named as an additional insured



No outside Alcohol is allowed on premises. All alcohol served during special events must be served by a member of the Forest Preserves of Winnebago County Food & Beverage staff.



A list of any and all foods, not prepared by the Forest Preserves of Winnebago County, must be disclosed at time of facility booking.



The Forest Preserves of Winnebago County reserves the right to perform inspections during special events in progress.