

# BIRTHDAY PARTY GUIDELINES

Cantigny takes the cake for birthday parties! Choose your package, your theme and let us do the rest! Themed birthday parties may be held in the Education Center, Joseph Medill Room, or one of the pavilions.

## RESERVATION POLICY

- Reservations are required and gives the renter exclusive use of the facility for the specified date and time.
- Reservations may be made beginning in January for the current year.
- Reservations must be made at least 10 business days prior to the date requested.
- All rental applications will be processed on a first come, first served basis.
- Deposits will be paid after the submittal, processing and approval of the rental application.
- A rental will only be confirmed when a rental application is filed and deposits are paid.
- We reserve the right to cancel or block out dates of availability for Cantigny Park sponsored event or program.
- Any cancellations made on behalf of Cantigny Park will result in a full refund to the renter.
- Special user requests may be made in writing on the application. Cantigny Park has the right to approve or deny any special use requests.
- Reservations can be made in-person or completed forms may dropped off, mailed, faxed or emailed to:

**Mail:** Cantigny Park, Park Rentals, 1s151 Winfield Rd, Wheaton, IL 60189

**FAX:** 630.260.8284 Attn: Rentals

**Email:** Parkrentals@Cantigny.org

## HOURS & FEES

<b>Hours:</b>	The Education Center, Joseph Medill Room, First Division Museum Pavilion, Picnic Pavilion, and Pond Pavilion and are available for rent on Saturdays and Sundays year round from 10 am-12 pm or 1 pm-3 pm. Monday through Friday is available upon request. Set up and clean up time must be included in the hours listed.
<b>Birthday Party Fees:</b>	<ul style="list-style-type: none"><li>• <b>Package #1: \$375</b> Up to 15 kids per party; includes 4 pizzas and 4 pitchers of drink. This package allows a maximum of 25 guests, children and adults. One adult per five children is required.</li><li>• <b>Package #2: \$475</b> Up to 21 kids per party; includes 6 pizzas and 6 pitchers of drink. This package allows a maximum of 35 guests, children and adults. One adult per five children is required.</li></ul>

## FACILITY USE

- It is understood that the rentee and their guests will comply with all posted park regulations.
- No alcohol is allowed in the park.
- No pets are allowed.
- Hiking trails are available to guests. No fishing is allowed.
- Groups are responsible for placing all trash in the receptacles provided. Any excess debris or damage will be the responsibility of the renter. Failure to do so may result in a complete or partial forfeiture of the deposit. The site will be inspected by Cantigny Security staff after each use.
- Restrooms are available.
- All functions require sufficient and competent adult supervision and chaperones for youths, which must be provided by the renter.
- We do not allow confetti, glitter, or piñatas in the party space. All decorations must be approved by Cantigny prior to the party.

## **CANCELLATIONS**

- Cancellations made at least 10 days prior to the reserved date will receive a full refund
- Cancellations made less than 10 days prior to the reserved date will forfeit the \$100 deposit
- We do not cancel parties in the Education Center or Medill Room due to inclement weather.
- If you cancel due to inclement weather, you may rebook an event in the calendar year on another available date.  
If you choose not to reschedule we will refund 50% of your payment.

## **PARKING**

### **Medill Room/Picnic Pavilion/First Division Museum Pavilion**

- Parking is available in the general parking lot of the Visitor's Center. No additional parking fees will be charged.
- Vehicles are only permitted in designated parking areas and are not allowed on grass areas or pathways.

### **Education Center**

- Vehicles are permitted in designated parking areas and are not allowed on grass areas or pathways.
- Three vehicles will be allowed to offload close to the building if you enter through the security entrance. Once offload is complete there will be reserved parking spaces at the Administration building for the three vehicles for reloading.

### **Pond Pavilion**

- Vehicles are permitted in designated parking areas and are not allowed on grass areas or pathways.
- Approximately 30 parking spaces are available.

## **CATERING**

Cantigny Park will provide pizza and pitchers of drink for the birthday party packages; cake and candles will not be provided. Guest should provide cake/dessert, but other outside food & beverage is not permitted.

**For more information, call 630.260.8246 or email [Parkrentals@Cantigny.org](mailto:Parkrentals@Cantigny.org).**