

EDUCATION CENTER GUIDELINES

Cantigny's Education Center (EC) is located on the east side of the park property near the Rose Garden and Prairie. The EC is 1400 square feet and the main room is 34' x 42'. The room accommodates groups up to 80 people. The facility is available to rent for birthday parties, community organizations, corporate functions, and special events. Restrooms are available inside the EC. The rental fees cover the room and a few amenities only. Included in the rental fees: tables, chairs, garbage cans, recycling can and electrical sources. We have 80 chairs and 12 - 6' x 30" tables available.

Not included in the rental: Additional tables and chairs. Set up and clean up, renter is responsible for all clean up. Food & beverage needs, A/V services and tram are available upon request for an additional charge. The EC is available to rent for a minimum of four (4) hours and a maximum of eight (8) hours on Saturdays, Sundays and holidays year round. Monday-Friday dates are based on availability. Set up and clean-up time must be included in the hours as listed.

EDUCATION CENTER RESERVATION POLICY

- Reservations are required to rent the EC 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 submittal, processing and approval of 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: Park Rentals

Email: Parkrentals@Cantigny.org

HOURS & FEES

Hours:	Fees:
The EC is available for rental from 10 am - 2 pm or 4 pm - 8 pm If you are looking for a different time frame, please contact Parkrentals@Cantigny.org.	<ul style="list-style-type: none">• Four hour rental \$400 for members, \$500 for non-members (Parking fee waived for guests)• Additional time will be based on availability and fees apply• Gas Fireplace usage: \$25• A deposit of \$150 is required after the rental application has been processed and approved• Non-Profit Organizations receive a 50% discount on facility rental rates only• Tram service \$100

BIRTHDAY PARTIES

You may choose to have a themed birthday party at the Education Center. Refer to the Birthday Party Guidelines for more information.

FACILITY USE

- It is understood that the rentee and their guests will comply with all posted park regulations.
- Alcohol is prohibited at the Education Center unless provided by Cantigny's Food & Beverage department.
- 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.
- The renter is responsible for the removal of all decorations or other items related to the rental. All decorations must be approved by Cantigny prior to use.
- Any excess debris or damage is the responsibility of the renter. Failure to do so may result in a complete or partial forfeiture of deposit. The site will be inspected by Cantigny Security staff after each use.
- Public washrooms are available .
- All functions require sufficient and competent adult supervision and chaperones for youths, which must be provided by the renter.
- Maximum 80 people. Failure to comply may result in immediate cancellation of rental.

CANCELLATIONS

- Cancellations made at least 30 days prior to the reserved date will receive a full refund.
- Cancellations made less than 30 days prior to the reserved date will forfeit the \$150 deposit.
- 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

- 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.

CATERING

Food and beverage can be catered through Cantigny. A \$200 set up fee will apply to catering events. It includes set up of all tables, chairs, and linens. Cantigny also allows you the freedom to choose your own caterer.

For more information, call 630.260.8246 or email Parkrentals@Cantigny.org.