

# POND PAVILION GUIDELINES

The Pond Pavilion is located on the east side of the park near the Greenhouse at Shaffner and Roosevelt. The pavilion is open to the public and available to rent for corporate functions, family gatherings, and special events. The pavilion accommodates groups up to 100 people. The rental fees cover the space and a few amenities only.

Included in the rental fees: picnic tables (15), garbage cans, recycling can and electrical sources. Not included in the rental: additional tables and chairs, set-up and clean-up, renter is responsible for all clean up. Food & beverage needs are up to the group. (See Catering section for more information)

The Pavilion is available to rent for a minimum four (4) hours and up to a maximum of eight (8) hours on Saturdays, Sundays and holidays May-Sept. Monday-Friday dates are based on availability. Set-up and clean-up time must be included in the hours as listed.

## RESERVATION POLICY

- Reservations are required to rent the Pond Pavilion 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: Rentals

**Email:** parkrentals@Cantigny.org

## HOURS & FEES

Hours:	Fees:
The pavilion 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"><li>• Four hour rental: \$400 for members, \$500 for non-members (Parking fee waived for guests)</li><li>• Additional time will be \$75 based on availability</li><li>• Grill Rental: \$25</li><li>• A deposit of \$150 is required after the rental application has been processed and approved</li><li>• Non-Profit Organizations receive a 50% discount on non-member facility rental rates only</li></ul> <p style="text-align: right;">*Rates apply for 2020 only</p>

## BIRTHDAY PARTIES

You may choose to have a themed birthday party at the Pond Pavilion. 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 not permitted in the Park
- A charcoal grill is available to rent. Renter must supply own charcoal and grilling utensils.
- 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.
- Port-a-potties are available at the pavilion; there is no indoor plumbing or water available onsite.
- All functions require sufficient and competent adult supervision and chaperones for youths, which must be provided by the renter.
- Inflatables may be used if rented through A Moon Jump Spectacular: <http://www.amoonjump4u.com>
- Food trucks are allowed, must be parked in designated area and be approved before the event.
- Maximum 100 people. Failure to comply may result in immediate cancellation of rental.
- A/V available upon request. Contact [parkrentals@cantigny.org](mailto:parkrentals@cantigny.org) for pricing.

## **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.
- Approximately 30 parking spaces are available.

## **CATERING**

- Boxed lunches are available through Cantigny catering. Cantigny also allows you the freedom to choose your own caterer.
- Alcohol can only be provided through our Food & Beverage department.

**For more information, call 630.260.8145 or email at [events@cantigny.org](mailto:events@cantigny.org).**