

# Mayslake Peabody Estate

## Frequently Asked Questions

### **What equipment is included with my rental?**

Chapel and grounds wedding ceremony rentals include 100 white garden chairs. Additional chairs may be rented to accommodate larger guest counts.

The following items are included with any indoor rental and are set up in advance by Mayslake staff:

- Tables (6' & 8' banquet tables, 48" & 72" rounds, high boy cocktail tables, and 30"x30" squares)
- 200 banquet chairs (white garden chairs may be substituted for a fee, if available)
- Coat racks with hangers
- Lectern with microphone

Available for an additional fee:

- Projector and projector screen
- Four-channel sound system
- Full-size grand piano

The following must be obtained through an outside source, such as your caterer:

- Linens, china, glassware, flatware, centerpieces, and decorations

### **Do rentals include time for set-up and clean-up?**

Standard indoor rental rates are applied towards four hours of event time, two hours before the event for set-up, and one hour following the event for clean-up. Rentals of the chapel for wedding ceremonies, baptisms, memorials, etc., include four hours total for set-up, clean-up, and your event. If you would like to extend your rental period, please call (630)206-9569 for availability.

### **Who is responsible for cleanup after my event?**

Catering staff is responsible for the majority of event cleanup. You are responsible for removing any personal items brought in during the event. If your event is self-catered (only permitted for guest counts lower than 50), you are responsible for all clean-up.

### **Can I purchase food and beverages through Mayslake?**

Coffee, tea, and water service is available for a nominal fee. Mayslake does not provide any other food or beverage service. If your guest count is greater than 50, all refreshments for your event must be served by a licensed caterer, who must also meet our insurance requirements. If you are interested in alternative options, and your guest count will be below 50, please call (630)206-9569 for details.

### **What is your alcohol policy?**

Mayslake Peabody Estate does not carry a liquor license. All alcohol must be served by an insured caterer in possession of a one-day or annual special event liquor license obtained from the Village of Oak Brook. Guests may not serve themselves or bring their own drinks. Shots are not permitted.

**Is there a separate fee to hold a wedding rehearsal before my ceremony at Mayslake?**

All four-hour wedding ceremony rentals include a one-hour rehearsal on a date and time to be determined by you and our Events Coordinator.

**What is the capacity of the Portiuncula Chapel?**

The chapel holds a maximum of 62 guests seated, excluding the bridal party.

**What is the maximum seating capacity of the rooms in Mayslake Peabody Estate?**

Mayslake offers a variety of rooms that can accommodate a wide range of group sizes, depending on the particular details of your event.

- The Event Hall can accommodate a maximum of 100-120 guests (with/without dance floor) for a sit-down dinner event and 150 for a cocktail-style reception.
- Mayslake Hall can accommodate a maximum of 100 guests at a sit-down event (including room for a bar and dance floor), and 125 at a cocktail-style reception.
- Individual rooms that are well-suited to accommodate smaller guest counts are also available for rental. Please call (630)206-9569 for details.

**Is the building handicap-accessible?**

The Event Hall, Solarium, Library, and public restrooms are handicap-accessible. A portable wheel-chair lift is available to provide access to the Living Room, but the Dining Room and upstairs spaces are not accessible to handicapped guests.

**Is every building climate-controlled?**

Mayslake Hall is heated and air-conditioned. The Event Hall and the Portiuncula Chapel are both heated but not air-conditioned.

**I noticed an art exhibit hanging in Mayslake Hall. Will this be taken down for my event?**

No. Mayslake hosts art exhibits throughout the year. When present, these may not be removed from the walls.

**Will my guests be able to tour the upstairs of Mayslake Hall during my event?**

Most of the historic areas of the mansion can be opened for one hour during your event for a fee of \$5 per person taking a tour (40 person minimum). Guests are provided with self-guided tour sheets and docents are stationed at key locations to answer any questions.