

# 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:

- 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.