

The Park Pavilion at Cantigny is located on the East side of the park property near Shaffner and Roosevelt Road. 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 guests. Amenities include; picnic tables, a grill, garbage cans, recycling can, and electric capabilities. Nearby parking and restrooms are available.

The Pavilion is available for rentals on Saturdays, Sundays and Holidays from May – October. Monday – Fridays are available upon request. Set up and clean up time must be included in the hours as listed. *Pre-season and post-season rentals are available upon request.*

Rental Applications are available at cantigny.org/rentals/.

Pavilion Reservations:

- Reservations are required to rent the park pavilion and gives the renter exclusive use of the park pavilion for the specified date and time.
- Park Pavilion reservations may be made beginning in January for the current year.
- Reservations must be made at least ten (10) business days prior to the date requested
- All rental applications will be processed on a first come, first served basis. All fees and security deposits must be paid with the submittal of the rental application. A rental will only be confirmed when a rental application is filed and all fees and security deposits are paid.
- Cantigny Park reserves the right to cancel or block out dates of availability for any Cantigny Park sponsored event or program. Any cancellations on behalf of Cantigny Park will result in a full refund to the renter.
- Special user requests may be made to Cantigny Park in writing on the application. Special use includes use of tents, music, inflatable rides, bands etc. Cantigny Park has the right to approve or deny any special use requests. *A vendor list is available upon request.*
- Reservations can be made in person or completed forms may be mailed to Cantigny Park Administration Building, 1S151 Winfield Rd, Wheaton, IL 60189. Completed forms can be faxed to 630-260-8160. For more information call 630-260-8266.

Hours and Fees:

- The Park Pavilion is available for full day or half day rentals on Saturdays, Sundays and Holidays May – October. Monday – Fridays are available upon request. Set up and clean up time must be included in the hours as listed. A security deposit of \$100 is required at the time of registration.
- Hours: 7am – sunset. Fees: \$70/hour (\$50/hour -Non-Profit)

Alcohol Policy:

- Alcohol is allowed only with a permit issued by Cantigny Park in the pavilion site and not in any other park area. Failure to comply will result in termination of the contract, confiscation of the alcoholic beverages and may result in the removal of the picnic attendees from the premises.
- Picnic attendees may not bring or supply their own alcohol. The picnic host/hostess wanting alcoholic beverages on site must arrange for the provision of alcoholic beverages.
- Alcohol beverages are limited to beer and wine. No kegs allowed.
- All laws enacted by the Village of Wheaton, DuPage County, and the State of Illinois, and the Federal Government regarding distribution of alcohol applies.
- Agencies/Hosts must provide Host Liquor Liability Insurance in the amount of one million dollars per occurrence naming the McCormick Foundation and Cantigny Park as additional insured. The certificate of insurance must be provided no later than four weeks prior to the picnic date.

Facility Use:

- It is understood that the rentee and their guests will comply with all posted park regulations.
- Alcohol is allowed but must remain at the Park Pavilion. No alcohol is allowed in the park beyond the pavilion.
- A charcoal grill is available for use by the renter. 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 or properly removing it from the site. The renter is responsible to remove all decorations or other items related to the rental. Any excess debris or damage will be responsibility of the renter. Failure to do so may result in a complete or partial forfeiture of the security deposit. The site will be inspected by Cantigny Security staff after each use.
- Restrooms are available inside Greenhouse. Please refer to map for site location.
- All functions require sufficient and competent adult supervision and chaperones for youths, which must be provided by the renter.

Cancellations:

- Cancellations made at least 30 days prior to the reserved date will receive a full refund. Cancellations made less than 30 days prior will forfeit the security deposit of \$100. There will be no refunds given in the event of inclement weather.

Parking:

- Vehicles are only permitted in designated parking areas and are not allowed on grass area or pathways. Approximately 70 parking spaces are available. Please refer to map for parking lot locations.

Cater/Vendor:

- Cantigny Park is available to cater your event by calling Meagan Hull at (630) 260-8264 or mhull@cantigny.org.
- For additional vendor items a vendor list is available upon request.