



**BRUSHWOOD  
CENTER  
AT RYERSON WOODS**

# Private Events

## RENTAL INFORMATION AND POLICIES

Thank you for considering Brushwood Center at Ryerson Woods for your event. Nestled in the midst of 565 acres of pristine woodlands, you and your guests are sure to enjoy this unique venue.

The stately, old-worldly elegance of this historic 1942 estate of Nora and Edward L. Ryerson boasts original architectural details, wide-planked hardwood floors, an ebony baby grand piano, wall-mounted monitors, and stunning woodland views that will serve to make any event most memorable.

No matter your group's size, we have custom spaces available for your family celebration, wedding, reception, family reunion, corporate meeting, workshop, or wellness retreat in any season. Select a single room or the entire first floor. Begin with a cocktail reception in the gallery or gather in the garden for a peaceful retreat.

Brushwood Center's creative staff are ready to partner with you on planning and creating a truly unique event. Contact us today to schedule a tour.

### VENUE CAPACITY



GATHERING SPACE	SQ. FT.	GUEST CAPACITY
<b>The Brushwood Great Room</b>	495	48 seated at tables / 50-65 lecture style
<b>The Southeast Gallery</b>	332	10-20 seated at tables
<b>The Music Room</b>	200	Suitable for small meetings of five or less
<b>Brushwood Center</b> (Entire Home)	2300	
Cocktail Reception Format		Up to 150
Open House Format		Up to 150
<b>Tenting in Garden</b> (max tent size 40' X 100')	4000	Up to 150

### RENTAL FEES / PRIVATE EVENTS

	BRUSHWOOD GREAT ROOM	SOUTHEAST GALLERY	MUSIC ROOM	ENTIRE HOUSE
<b>Weekday, All Day</b> 9am to 5pm	\$600	\$300	\$300	\$1,000
<b>Weekday, Half Day</b> / 5 hours within 9am to 5pm	\$300	\$150	\$150	\$500
<b>Weekday, Hourly Rate</b> (Additional)	\$70	\$70	\$70	\$150
<b>Weekday Evening</b> Mon – Thurs, 5pm to 9pm				\$1,000
<b>Weekend Day</b> / 5 hours within Sat 9am to 5pm or Sun 11am to 4pm	\$1,000	<b>Available on Special Request</b>		\$2,000
<b>Weekend Evening</b> Fri, Sat or Sun 5pm to 10pm				\$2,500

Additional fees may apply for tents and overflow parking

## WEDDING FEES / Fees include entire first floor of the home and the garden



Rehearsal (evening prior to Ceremony rental): First hour complimentary, \$500 per additional hour
Ceremony Only (5 hours within 9am-6pm): \$2,000
Reception Only (8 hours within 9am-11pm): \$3,500
Ceremony and Reception (12 hours): \$4,500
Late Departure Fees on Wedding Day: \$500 per 15 minutes

## CONTRACTED SERVICES POLICIES

**Renter is responsible for all contracted services. This also includes set-up and take down of all contracted services/equipment at the time of rental. Client is responsible for payment and signatures needed for all contracted services. The signed contract and a non-refundable deposit equaling 50% of the total cost is required to hold the date of the rental.**

### Permits

Client is responsible for obtaining all permits necessary and appropriate for event. Brushwood Center must be given copies of all required permits, licenses (catering and liquor), and insurance policies.

### Catering

Feel free to use our kitchen to stage food trays and plates, but not to cook. You may contract with the caterer of your choice. However, your caterer must be licensed and insured.

### Alcohol

If alcohol is to be served at your event, you are required to produce proof of a liquor license as well as proof of liquor liability insurance. If your caterer does not have adequate insurance (at least \$1,000,000 in coverage), you are required to purchase a one-day policy through our provider. You are also required to pay for a Forest Preserve Ranger to be stationed at Ryerson Woods for your event. The fee for Ranger assistance is \$340.

### Decoration Policies

Decorations must be approved in advance. Use of tape or other adhesives on property, including walls, is strictly prohibited. Luminaries may be used outside. Flowers, birdseed, and/or bubbles are permitted.

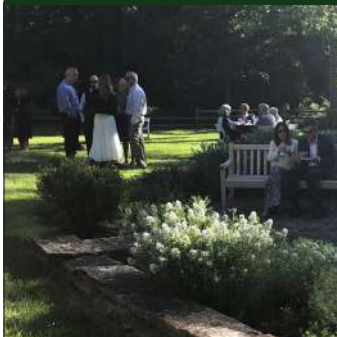
### Cleaning, Damages and Additional Fees

All of the facilities used must be cleaned prior to departure. This includes floors, bathrooms, outdoor areas, garbage and recycling disposal, and any other affected areas. **If cleaning is not completed when agreed to, a \$400 fee will apply. All rentals will be charged a basic COVID-19 cleaning fee of \$200. Late Departure fees: \$250 per 15 minutes.** All garbage and recycling must be removed from the property unless an alternate written and signed agreement between the renter and Brushwood Center has been made. Site inspection will be made within 48 hours after event. Any damages occurring to the property of Brushwood Center or The Lake County Forest Preserves by a client, guest, or contractor will be added to the client's bill. Brushwood Center and The Lake County Forest Preserves are not responsible for any items lost, stolen, or damaged.

### Additional Policies

- The client and vendors must abide by the following sustainability guidelines: Brushwood prohibits the use of 1) single-use plastic cutlery, dishes, cups, tablecloths and water bottles, 2) styrofoam in floral arrangements, 3) balloons and 4) animal releases.
- Additional fees apply for tents and parking lot overflow.
- If Brushwood is used as changing area for wedding party, personal items must be removed by specified time on contract. After this time, the building will be locked.
- All Ryerson Conservation Area facilities are smoke-free.
- Use of insect control substances, inside or outside, is strictly prohibited. Personal bug spray is permitted.
- Client/contracted service(s) may not drive vehicles off-road without prior permission.
- Total cost is subject to change due to unexpected client needs on the day of the rental.

## CONTACT BRUSHWOOD CENTER



### Brushwood Center at Ryerson Woods

21850 N. Riverwoods Road  
Riverwoods, IL 60015

847-602-8508

[jborchew@brushwoodcenter.org](mailto:jborchew@brushwoodcenter.org)



*Brushwood Center promotes the importance of nature for nurturing wellbeing, cultivating creativity, and inspiring learning.*

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Brushwood Center is a not-for-profit section 501(c)(3) organization. Thank you for supporting our mission.