



Wedding & Reception

RENTAL INFORMATION AND POLICIES

Thank you for considering Brushwood Center at Ryerson Woods for your wedding. 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, and stunning woodland views that serve as the backdrop for your awe-inspiring wedding.

A winding wooded drive delivers your guests to the grand porch of the estate. There, your special day begins. Imagine your guests welcomed with a champagne reception in the gallery before gathering in the side yard for a garden ceremony which is then followed by toasting the bride and groom at the reception under an open-air tent. This is how memories are made at Brushwood.

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

WEDDING RENTAL FEES



Rehearsal (evening prior to wedding rental): First hour complimentary, \$500 per additional hours.
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/Reception Day: \$500 per 15 minutes (Final departure of vendors is 11pm)

VENUE CAPACITY



GATHERING SPACE	SQ. FT.	GUEST CAPACITY
Brushwood Center (Entire Home)	2300	
Cocktail Reception Format		Up to 150
Open House Format		Up to 150
Tenting in the Garden (Max Tent 40'x100')	4000	Up to 150
Side Yard Ceremony	1500	Up to 150



CONTRACTED SERVICES POLICIES

Client 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. A signed contract and a non-refundable deposit equaling 50% of the total rental fee, plus a \$1000 reimbursable security deposit is required to hold your wedding date at Brushwood Center.

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

All catered meals must be purchased by the Client and arranged through one of Brushwood Center's preferred catering services, as selected by the Client. The Brushwood Center kitchen can be used to stage food and plates, but may not be used for cooking.

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 during 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.**

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

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**BRUSHWOOD
CENTER
AT RYERSON WOODS**

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

Follow us on facebook at
[Facebook.com/BrushwoodCenter](https://www.facebook.com/BrushwoodCenter)

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

BRUSHWOODCENTER.ORG