

## FEES, SCHEDULES & ARRANGEMENTS



### Reception Only

\$1,850

#### Schedule

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	Friday or Saturday	Sunday
Set Up	3:30 - 5:30 p.m.	9 - 11 a.m.
Bar Open	5:30 - 6:30 p.m.	11 a.m. - Noon
Dinner/Lunch	6:30 - 8 p.m.	Noon - 1:30 p.m.
Bar Open	7:30 - 10 p.m.	1 - 3:30 p.m.
Party	8 - 10:30 p.m.	1:30 - 4 p.m.
Music Ends	10:15 p.m.	3:45 p.m.
Clean Up	10:30 - 11:30 p.m.	4 - 5 p.m.
		<i>Also 10 a.m. - 6 p.m. or 11 a.m. - 7 p.m.</i>

#### Room Arrangement

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Option 1	Option 2	Option 3
Plated Meal	Buffet	Cocktail-Style
<i>Seating for 55</i>	<i>Seating for 55</i>	<i>Space for 75 with Seating for 55</i>
Cocktails – Sun Parlor & Library	Cocktails – Sun Parlor & Library	Passed Hors d'oeuvres &
Dining – Living Room	Dining – Living Room	Buffet Stations
Dancing – Library	Buffet – Dining Room	
	Dancing – Library	

MAYSLAKE PEABODY ESTATE

1717 W. 31st St., Oak Brook, Illinois 60523 • 630-206-9569

# FEES, SCHEDULES & ARRANGEMENTS



## Ceremony & Reception

\$2,550

### Schedule

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	Friday or Saturday	Sunday
Set Up	3 – 5:30 p.m.	9 – 10:30 a.m.
Guest Arrival	4:30 – 5 p.m.	10:30 – 11 a.m.
Ceremony	5 – 5:30 p.m.	11 – 11:30 a.m.
Bar Open & Photos	5:30 – 6:30 p.m.	11:30 a.m. – 12:30 p.m.
Dinner/Lunch	6:30 – 8 p.m.	12:30 – 2 p.m.
Bar Open	7:30 – 10 p.m.	1:30 – 4 p.m.
Party	8 – 10:30 p.m.	2 – 4:30 p.m.
Music Ends	10:15 p.m.	4:15 p.m.
Clean Up	10:30 – 11:30 p.m.	4:30 – 5:30 p.m.

*Also 10 a.m. – 6:30 p.m. or  
11 a.m. – 7:30 p.m.*

### Ceremony Options

Mayslake Hall Library

*Seats 32 on burgundy banquet chairs plus standing wedding party*

Portiuncula Chapel Interior

49

Portiuncula Chapel Front Grounds

*Seats 75 on white garden chairs plus standing wedding party | May – October only*

Portiuncula Chapel Rear Grounds

*Seats 60 on white garden chairs plus standing wedding party | May – October only*

### Reception Room Arrangement

#### Option 1

Plated Meal

*Seating for 55*

Cocktails – Sun Parlor & Library

Dining – Living Room

Dancing – Library

#### Option 2

Buffet

*Seating for 55*

Cocktails – Sun Parlor & Library

Dining – Living Room

Buffet – Dining Room

Dancing – Library

#### Option 3

Cocktail-Style

*Space for 75 with Seating for 55*

Passed Hors d'oeuvres &

Buffet Stations

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# FEES, SCHEDULES & ARRANGEMENTS



## Ceremony Only

Mayslake Hall Living Room or Library  
*Seats 85 on burgundy banquet chairs plus standing wedding party*  
\$900

Portiuncula Chapel Interior  
49  
\$700

Portiuncula Chapel Front Grounds  
*Seats 120 on white garden chairs plus standing wedding party | May – October only*  
\$900

Portiuncula Chapel Rear Grounds  
*Seats 60 on white garden chairs plus standing wedding party | May – October only*  
\$750

### Schedule

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		<b>Rental Period</b>	<b>Ceremony</b>
Monday – Friday	Mayslake Hall Living Room or Library	3:30 – 6:30 p.m.	5 p.m.
	Portiuncula Chapel	9 a.m. – Noon	10:30 a.m.
	Portiuncula Chapel Grounds	3:30 – 6:30 p.m.	5 p.m.
		9 a.m. – Noon	10:30 a.m.
Saturday	Mayslake Hall Living Room or Library	1:30 – 4:30 p.m.	3 p.m.
	Portiuncula Chapel	1:30 – 4:30 p.m.	3 p.m.
	Portiuncula Chapel Grounds	1 – 4 p.m.	2:30 p.m.
		3 – 6 p.m.	4:30 p.m.
Sunday	Any Location	10 a.m. – 1 p.m.	11:30 a.m.
		2 – 5 p.m.	3:30 p.m.

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# FEES, SCHEDULES & ARRANGEMENTS



## Sunday Gathering

\$1,455

### *Schedule*

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Setup	9 - 11 a.m.
Guest Arrival & Bar Open	11 - 11:30 a.m.
Lunch	11:30 a.m. - 1 p.m.
Bar Open	1 - 2:30 p.m.
Party	1 - 3 p.m.
Music Ends	2:45 p.m.
Clean Up	3 - 4 p.m.
	<i>Also 10 a.m. - 5 p.m. or 11 a.m. - 6 p.m.</i>

### *Room Arrangement*

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#### **Option 1**

Plated Meal

*Seating for 55*

Cocktails – Sun Parlor & Library

Dining – Living Room

Dancing – Library

#### **Option 2**

Buffet

*Seating for 55*

Cocktails – Sun Parlor & Library

Dining – Living Room

Buffet – Dining Room

Dancing – Library

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## Outdoor Ceremony Contingency Plan

It is our goal to accommodate all outdoor wedding ceremonies as planned, and the contracted arrangement will be carried out unless weather becomes an issue.

In the case of wet, inclement, or excessively warm weather, an indoor space will be available for your ceremony. The chapel, which can hold 49, is a guaranteed indoor space if you have booked a chapel grounds ceremony. If you have booked an indoor reception in addition to your outdoor ceremony, your ceremony can be accommodated within your reception space or other available area within the main building. White garden chairs are included for chapel or grounds ceremonies, but if your ceremony moves indoors, we will use burgundy banquet chairs.

Your contingency plan will be discussed at your rehearsal. We will also establish when you will need to decide on an alternative location. (This is usually one hour prior to the start of your rental period on the day of the wedding.) You will also need to provide contact information for one person in addition to the permit holder. If we are unable to reach the permit holder or the other contact person by the agreed upon decision time, we will use our discretion based on the forecast and condition of the grounds.

Mayslake Peabody Estate staff requires a sufficient amount of time to set up and break down your ceremony. This plan is designed with the comfort and safety of you and your guests as well as the safety of our staff in mind.

Reasons your ceremony may need to move indoors include:

- **Rain During Setup** There is not usually enough time between setup and the ceremony start time to dry off the chairs, so if it is raining, we will move your ceremony indoors.
- **Anticipated Severe Weather** If weather stations are predicting rain, storms, excessive heat, or severe weather around the time of your ceremony, we will move your ceremony indoors.
- **Lightning During Setup** This is a safety issue for Mayslake Peabody Estate staff.
- **High Winds** This is a safety issue for Mayslake Peabody Estate staff, you, and your guests.
- **Wet Grounds** If the ground is muddy or soggy to the point that chairs and your guests' shoes will sink, we will move your ceremony indoors.

**Please Note** Due to limited staff, once the indoor contingency plan has been executed, we are not able to revert back to the outdoor option. However, if the weather improves after your chairs have been set up indoors, you will have the option to conduct a standing ceremony outdoors with one row of seating for your guests. Likewise, once the outdoor plan has been executed, we will not be able to set up for an indoor ceremony, although you will have the option to conduct a standing indoor ceremony with one row of seating for your guests.