



Mayslake Peabody Estate

Host an Event Frequently Asked Questions

Who should I contact for private or corporate event rentals?

To host an event at Mayslake Peabody Estate or Portiuncula Chapel, contact our events coordinator at 630-206-9569 or sbrookes@dupageforest.org.

What equipment is included with my rental?

Portiuncula Chapel and grounds' ceremony rentals include up to 100 white garden chairs. Additional chairs may be rented to accommodate a maximum of 120.

Indoor rentals include:

- Tables (6 foot and 8 foot banquet tables, 48 inch and 72 inch rounds, highboy cocktail tables and 30-by-30-inch 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 projection screen
- Television and computer on cart
- Four-channel sound system
- Full-size grand piano
- LED up lighting

An outside source or caterer must provide:

- Linens, china, glassware, flatware, centerpieces and decorations

Do rentals include time for setup and cleanup?

Standard indoor rental rates include time before the event for setup and after for cleanup. Chapel rentals for wedding ceremonies, baptisms, memorials, etc. include three hours total to include setup, your event and cleanup.

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.

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. All events over 50 guests must be catered and served by licensed professionals meeting the insurance requirements of the Forest Preserve District of DuPage County (requirements provided upon request). Only full-service caterers capable of providing all service (food and beverage), staff, alcohol and bartender(s), and rental (linen, china, flatware, glassware) are permitted to execute events at Mayslake Peabody Estate. If your guest count will be below 50, call our events coordinator at 630-206-9569.

What is your alcohol policy?

Mayslake Peabody Estate does not carry a liquor license. If the contract holder intends to have alcohol served at the event, the selected caterer must have a current liquor license and meet local ordinances. Guests may not serve themselves or bring their own drinks. Shots and kegs are not permitted.



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Is there a separate fee to hold a wedding rehearsal before my ceremony at Mayslake?

All three-hour wedding ceremony rentals include a one-hour rehearsal on a date and time to be determined by you and the Mayslake events coordinator.

What is the capacity of the Portiuncula Chapel?

The chapel holds a maximum of 62 guests seated guests plus a small bridal party standing.

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.

- Mayslake Hall can accommodate a maximum of 100 guests, plus a small head table, for a plated dinner event (including room for a bar and dance floor).
- The event hall can accommodate a maximum of 120 guests, including a head table, with a dance floor for a plated dinner event.
- Individual rooms that are well-suited to accommodate smaller guest counts are also available for rental. Call our events coordinator at 630-206-9569.

Is the building accessible?

The event hall, solarium, library, and public restrooms are accessible to all visitors. A portable wheelchair lift is available to provide access to the living room but the dining room and spaces upstairs are inaccessible.

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, which 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 hall may be opened for a one-hour tour during your event for a \$5 per-person fee; a tour must be arranged a minimum of six weeks prior to your event. Guests are provided with self-guided tour descriptions, and docents are stationed at key locations to answer any questions. Otherwise, these areas are inaccessible during your event. Call our events coordinator at 630-206-9569.