

Ellis House Rental Catalog



ELLIS HOUSE & EQUESTRIAN
C E N T E R



“Conservation Through Recreation”

815-475-4035

www.ellishec.com

About the Ellis House

The Kendall County Forest Preserve District acquired the 45-acre Ellis estate complete with a 5-room estate house, out-buildings, and an 8-stall barn with a tack room and wash stall attached to an indoor riding arena.

A 100 ft. x 200 ft. outdoor riding arena is just south of the indoor arena, with 6-acres of fenced in pasture.

Plans are being implemented to make the area a haven of conservation, recreation, and education for Kendall County residents. The Ellis House provides an ideal location for you to host your special event whether it is a wedding, banquet, meeting or party.

The Ellis House is located at 13986 McKanna Road on the northwest side of Minooka, Illinois.

What Kind of Event Can I have at the Ellis House?

Weddings	Meetings/Seminars
Bridal/Baby Showers	Social Events
Class/Family Reunions	Birthday Parties
Concerts	Retirement Parties
Luncheons	Anniversary Parties
Fashion Shows	Graduation Parties

About the Ellis House

The Ellis House can accommodate up to 40 guests for a seated reception and 60 for an appetizer reception in the main level of the House. We also have a classroom that can seat up to 25 for a seminar or meeting.

A tent is provided May through October for our renters with larger parties up to 200 guests. For our guests with special needs, handicapped restrooms are accessible through the equestrian entrance.

The Ellis House is a Non-Smoking Facility

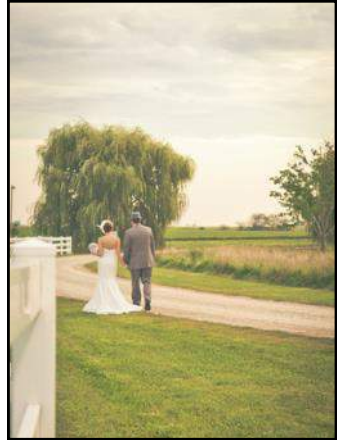
**NO GLASS BOTTLES ALLOWED
This is a safety issue and strongly enforced**



Ellis House Policies

The Ellis House Event Coordinator will be present at all times to insure the comfort of guests and to report damages. This employee is authorized to prohibit or control any activity which is not consistent with the goals of the Ellis House or which could cause harm to the house, grounds or guests.

A list of licensed and approved caterers is provided to assist you in planning your event. For all events serving alcohol, clients may only select a preferred caterer with a current Kendall County Class I License, or an approved bartending service provider. All rental items, flowers and food must be delivered and removed during the contract period. The Ellis House is not responsible for lost, stolen or damaged rental items.



Facility guests and caterers are responsible for the set-up, takedown and clean up of the areas that they use during the contracted hours. Set-up and takedown must be included in the requested contract period. An additional fee will be charged for each additional hour or portion thereof that is used for these tasks. If the caretaker needs to arrange for additional clean up, these charges will be taken out of the security deposit. If the user or caterer arranges for clean up by an approved cleaning company, no additional clean-up charge will be applied.

The District does offer a separate set-up and cleanup fee for guests preferring this added service. The building must be left in the condition that it was found. All items (kitchen equipment, decorations, barware, etc.) brought in must be taken out immediately following the event during the contracted hours.

It is the contract party's responsibility to see that the caterers provide proper clean up for all areas where they will be working. Rice, birdseed, silk petals, etc. may not be used at the Ellis House. These are difficult and costly to clean up. Balloons may require an additional security deposit. Candles with open flames (tapers) and any type of pyrotechnical devices are prohibited anywhere on the property of the Ellis House.

Please do not leave the first floor or enter the restricted areas of the Ellis House. These areas are intended for staff use only.

When you rent the house or grounds, you have access to a 120 foot perimeter from the house. No alcoholic beverages are allowed beyond this point. Alcoholic beverages may be served in plastic containers only – **no glass containers or bottles may be used**. Rental of the Ellis House or grounds does not include the Equestrian Center.



The parking accommodations can be made for up to 100 vehicles. Parking is not permitted outside designated areas.

Reservations will be taken up to 18 months in advance of the desired date. All contracts must be signed by an adult at least 21 years old who will be in attendance of the event. *Outstanding fees and charges must be paid in full 30 days prior to the event date.*

Companies may make arrangements to be invoiced for charges. For an explanation of rate schedule or to schedule an appointment, call (815) 475-4035.



The Security Deposit shall be made prior to, or shall accompany the return of the signed contract. Security Deposit shall be cash, credit card (2.5% processing fee applied) or check made payable to Kendall County Forest Preserve District.

Payment of fifty percent (50%) of the event rental fee is due six (6) months prior to the Event Date, with the remaining balance due thirty (30) days prior to the event.

If event is canceled up to six (6) months prior to the Event Date, the District will retain one hundred percent (100%) of the security deposit. If cancellation notice is received less than six (6) months prior to the Event Date, the District will retain the entire security deposit, plus fifty (50%) of the event rental fee.

The Security Deposit will be refunded within thirty (30) business days following the event provided the District does not need to address property damage, excessive cleaning, or any outstanding balance due.

Please keep in touch with the Ellis House Event Coordinator about your plans so that all information can be kept up to date. Keep in mind that our event planning experience at the house can be helpful to you during your planning stages.



Forest Preserve Policies

Posting of placards or signs containing advertisements of any kind, event collecting entrance fees or selling food, goods or services is strictly forbidden except for those groups holding a valid Special Event Permit. Groups may display signs to identify their location provided such signs are temporary and removed at the end of the event. These signs may be no larger than 24" x 30" and are not to be attached to any tree, shrub, post, building, sign, gate or any other structure. It is the group's responsibility to make sure all items are cleaned up and signs taken down at the end of the event.

The Forest Preserves are governed by the *District's General Use Regulation Ordinance*. This ordinance is available on the web at:

http://www.co.kendall.il.us/wp-content/uploads/FP_GenUseOrd.pdf

Nature Tip

Did you know that 8 trees generate the amount of oxygen needed by one person in their lifetime?

Say thanks to your guests with a take-home reminder of your earth-friendly day. Tree saplings, personalized seed packets or gift-wrapped flower bulbs make great nature-themed gifts.



Ellis House Rate Schedule

	<u>Rental Fee</u>	<u>Refundable Security Deposit</u>
SATURDAY		
Ellis House*	\$4,000.00	\$1,000.00
Additional Hourly Rental	\$130.00	
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SUNDAY – FRIDAY		
Ellis House*	\$3,500.00	\$1,000.00
Additional Hourly Rental	\$130.00	
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Ellis House (HOURLY)	\$60.00/hour	50% of contracted time
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May – October (Includes Tent)		
Ellis House* (HOURLY)	\$130.00/hour	50% of contracted time
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Set-up and/or Cleanup Service		\$300 / \$500
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Ellis House Classroom Rental		
Hourly Rental	\$50.00	50% of contracted time
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Use of the Fireplace	\$30.00	
<i>Ellis House Staff will stoke fire and replenish wood.</i>		

***Rental Fees include use of the grounds, house equipment, 40x80 tent, tables and chairs for up to 200 guests.**

NEW: GUESTS BOOKING AN ELLIS HOUSE TENT-RENTAL PACKAGE ARE ELIGIBLE TO RECEIVE A 50% DISCOUNT OFF OF A SECOND RENTAL EVENT AT EITHER ELLIS HOUSE OR MEADOWHAWWK LODGE IN YORKVILLE.

House Equipment

For your use, the Ellis House has (8) 48" round dinner tables, 52 banquet chairs, (6) 6-foot rectangular meeting tables, and (1) 8-foot rectangular table.

A projector, screen and a podium are available for use with your laptop. Additional table boutique linens, and audiovisual equipment are available from local rental companies.



Approved Caterers

Chef By Request (*)

Lisle – (630) 493-4300

www.chefbyrequest.com

() Catering Firm has
Secured the Required
Permit or Kendall County
Class I Liquor License for
Service of Alcohol for 2019*

Cutting Edge Catering and Events

Shorewood – (815) 725-9001

www.cuttingedgecatering.com

DD Pig Roast

Naperville – (708) 473-5373

www.donbender@ddpigroast.com

Polonia Catering

Mokena – (815) 464-8844

www.poloniacatering.com

Uncle Bub's BBQ (*)

Westmont – (630) 493-9000

www.unclebubs.com

Upper Crust Catering (*)

Yorkville – (630) 553-9533

www.uppercrust-catering.net

Wooden Paddle Pizza**

Orland Park – (708) 478-7488

www.woodenpaddlepizza.com

Crust Culture

North Aurora (401) 345-8745

11th Hour Bartending Services(*)

Montgomery
(630) 746-1103

www.11thhourbartending.com

*(BYOB – Bring Your Own Bar)
Bartender and signature-drink
service.*



*** restrictions apply – contact caterer for specifics*

Rental Companies

Big Tent Events

Carol Stream – (630) 690-8500

www.bigtentevents.com

Blue Peak Tents

West Chicago – (630) 338-0288

www.bluepeaktents.com

Channahon General Rental, Inc.

Channahon – (815) 467-0173

www.channahonrental.com

Exquisite Events and Floral Design

(773) 310-1769

www.exquisiteeventsandfloraldesign.com

Fairy Tale Tents and Events

Frankfort – (708) 444-4140

www.fairytaletentsandevents.com

Grand Rental Station

Yorkville – (630) 553-3111

www.grandrental.com/yorkville

Joliet Tent

Joliet – (815) 722-2315

www.joliettent.com

Top Notch Rental Services, LLC

Naperville – (630) 999-3000

www.topnotchrentalservices.com

Photographers



At the Ellis House, we strive to make your event the best you can imagine!

Photographers



Rachael Osborne Photography
rachaelosbornphotography.com/

Eric Yu Photography info@ericuphoto.com
ericuphoto.blogspot.com/
(630) 254-5888



Amanda Olszewski –
Visual Artist
www.amandaols.com

Two Birds Photography
www.twobirdsphoto.com

Local Hotels

Hampton Inn & Suites

Minooka – 621 Bob Blair Road
(815) 828-6450

Hampton Inn

Yorkville – 310 West Countryside Parkway
(630) 553-9805
www.hamptoninn.hilton.com/yorkville

Holiday Inn Express & Suites

Oswego – 2055 Wiesbrook Drive
(630) 844-4700
www.hiexpress.com/oswego

Holiday Inn Express

Morris – 222 Gore Road
(815) 941-8777

Quality Inn

Morris – 200 Gore Road
(815) 942-6600

Towne Place Suites

Joliet South – 1515 Riverboat Center Drive
(815) 741-2400
www.towneplacesuitesjoliet.com

Wingate by Wyndham

Joliet – 101 McDonald Avenue
(815) 741-2100

At the Ellis House, we strive to make your event
the best you can imagine!

Map to Ellis House



Ellis House Contact Info

Ellis House & Equestrian Center

13986 McKanna Road

Minooka, IL 60447

Phone: 815-475-4035

Fax: 815-475-4105

www.ellishec.com

mvick@co.kendall.il.us



Revised: 01/19

Postage
Here



TO:

13986 McKanna Rd.
Minooka IL60447