



Nonprofit 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, your organization is sure to enjoy this unique venue.

The proud, old-worldly elegance of this historic 1942 estate of Nora and Edward L. Ryerson boasts reclaimed hardwood floors, fireplaces, and stunning woodland views that will serve to make any event most memorable.

Are you looking to take your team off-site for some fresh inspiration? Brushwood offers the perfect venue for your off-site meeting, presentation, workshop, or teambuilding retreat. Begin with a meet and greet reception in the gallery and move into the great room for a brainstorming session or into the education room for a writing workshop.

Brushwood Center's creative staff are ready to partner with you on planning a unique event. Custom programming is available. Contact us today to schedule a tour and tell us all about your event needs.

VENUE CAPACITY

	GATHERING SPACE	SQ. FT.	GUEST CAPACITY
	The Brushwood Great Room	460	48 seated at tables / 50-65 lecture style
The Brushwood Library	240	20-30 seated at tables	
The Education Room	200	6-18 seated at tables / 20-30 lecture style	
Brushwood Center (Entire Home)	2300		
	Cocktail Reception Format		80-200
	Open House Format		100-400
Tenting For larger groups, permitted tents may be used on the parking lot area and in the garden			

RENTAL FEES / NONPROFIT EVENTS

	BRUSHWOOD GREAT ROOM	BRUSHWOOD LIBRARY	EDUCATION ROOM	ENTIRE HOUSE
Weekday, All Day 9am to 5pm	\$300	\$200	\$200	\$500
Weekday, Half Day / 4 hours within 9am to 5pm	\$150	\$100	\$100	\$250
Weekday, Hourly Rate	\$50	\$50	\$50	\$100
Weekday Evening Mon – Thurs, 5pm to 9pm				
Weekend Day / 5 hours within Sat 9am to 5pm or Sun 11am to 4pm		Available on Special Request		
Weekend Evening Fri, Sat or Sun 5pm to 9pm				

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

You are 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 to serve alcohol, and have a Lake County Forest Preserve catering permit.

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 \$260 for the first 4 hours, Late departure fees: \$250 per 15 minutes.

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. Otherwise, votive candles in glass holders are permitted on tables only. Balloons, but not balloon releases, are permitted. Flowers, birdseed, and/or bubbles are permitted.

Cleaning and Damages

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 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 the Lake County Forest Preserves by a client, guest, or contractor will be added to the client's bill. The Lake County Forest Preserves and Brushwood Center are not responsible for any items lost, stolen, or damaged.

Additional Policies

- Additional fees apply for tents and parking lot overflow.
- Total cost is subject to change due to unexpected client needs on the day of the rental.
- Rangers may be required at event. Brushwood Center will make arrangements for a ranger to be present at your event at no additional charge.
- 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. Receptacles are available outside of the facilities.
- 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.

CONTACT BRUSHWOOD CENTER

Brushwood Center at Ryerson Woods

21850 N. Riverwoods Road
Riverwoods, IL 60015
224.633.2427
brushwoodcenter.org

Public Hours:
Monday-Thursday 9am-3pm
Sunday 1-3pm
follow us on facebook at
facebook.com/BrushwoodCenter

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

BRUSHWOOD
— CENTER —
AT RYERSON WOODS

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

