



Ellis House and Equestrian Center

Ellis House & Equestrian Center

13986 McKanna Road
Minooka, IL 60447

Phone: (815) 475-4035

Direct: (630) 552-5253

Fax: (815) 475-4105

www.ellishec.com

Kendall County Forest Preserve District

KC Main Office

Historic Court House

110 W. Madison St.

Yorkville, IL 60560

Phone: (630) 553-4025

www.kendallforest.com



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815-475-4035
www.ellishec.com



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 |

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 can be rented through an outside vendor to accommodate larger parties up to 200 guests. For our guests with special needs, handicapped restrooms are accessible through the equestrian entrance.



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





Reservations and Payment

- 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 should be paid in full 30 days prior to the event date.* Companies may make arrangements to be invoiced for charges.
- 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) or check made payable to Kendall County Forest Preserve.
- 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 the 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.



Rental of the Ellis House or grounds does not include the Equestrian Center. The parking accommodates up to 100 vehicles. Parking is not permitted outside designated areas.

The Ellis House is a Non-Smoking Facility.

Please no glass bottles.

This is a safety issue and strongly enforced.





Friday through Sunday Weddings

	Refundable Rental Fee	Security Deposit
Ellis House*	\$2,000.00	\$1,000.00

Other Events

Ellis House (hourly)	\$75.00/hour
	50% of contracted time
Set up or Clean up available	\$300

Ellis House Classroom Rental

Hourly Rental	\$50.00
	50% of contracted time

Use of the Fireplace \$30.00

Ellis House Staff will stoke fire and replenish wood

***Rental Fees include use of the grounds, house equipment, 40x80 tent pad (tent not included), tables and chairs for up to 200 guests**



- The building must be left in the condition that it was found. All items (kitchen equipment, decorations, flowers, 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.

If you have questions about any of these policies please contact us at (630) 553-4025





Rules and Regulations

- A KCFPD staff member 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. If staff needs to arrange for additional clean up, these charges will be taken out of the security deposit. The District does offer a separate set-up and clean-up fee for guests preferring this added service.

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.

Rental Companies

Grand Rental Station

(630) 553-3111

www.grandrental.yorkville.com

Top Notch Rental Services, LLC

(630) 999-3000

www.topnotchrentalservices.com

Hotels

Hampton Inn & Suites Minooka

621 Bob Blair Road

(815) 828-6450

TownePlace Suites by Marriott Minooka

(815) 828-4900





Approved Caterers

- 11th Hour Bartending Services
(630) 746-1103
www.11thhourbartending.com
- Uncle Bub's BBQ
(630) 493-9000
www.unclebubs.com
- Chef By Request
(630) 493-4300
www.chefbyrequest.com
- Upper Crust Catering
(630) 553-9533
www.uppercrust-catering.net
- Eat Up
(815) 483-8110
www.skydivechicago.com/eatup
- Crust Culture
(401) 345-8745
www.crustculture.com



Approved Caterers

- Polonia Catering
(815) 464-8844
www.poloniacatering.com
- Wooden Paddle Pizza
(708) 478-7488
www.woodenpaddlepizza.com
- DD Pig Roast
(708) 473-5373
www.ddpigroast.com

