Frequently Asked Questions

How far in advance can I book my event?
The Boathouse can be booked up to 12 months in advance.

Can I tour the venue?
Yes. All tours are by appointment only and are generally offered Monday-Friday during normal business hours. Please call (630) 858-2462 to arrange your tour.

What is the maximum capacity for the Boathouse?
The Boathouse can seat up to 120 guests or 150 without tables.

How do I rent the Boathouse?
Contact the Glen Ellyn Park District for date availability. Once we have secured a date, renters are required to complete a reservation contract & submit a booking fee (equal to your 1st hour).

What is included in my rental fee?
Your rental fee includes use (by you and/or your caterer) of the facility and kitchen amenities (refrigerator, freezer, warming oven, ice machine, microwave, and bar refrigerator) during your contract hours. Your rental also includes use of our inventory of tables and chairs, in-house audio system, trash bags and removal, and a facility staff to oversee your event. The Park District does not provide table linens, utensils, or dishware.

How many hours can I rent? What is the latest I can rent?
The minimum number of hours to rent is two. You can rent as many hours as you like, but must conclude your event by 10:30pm and vacate the facility by 11:00pm. When scheduling your event, you should include set-up/clean-up time in your total rental hours needed.

Can I get in early to setup?
Event setup begins at your contract start time. Your cleanup time must also be within the end time designated. If you need additional time, please include the time in your total rental hours. You may add time in increments of 30mins.

Can I rent the deck & terrace?
Yes, you can rent the deck on the lake side of the Boathouse, as well as the terraces to the south and west. The rental fee is per hour and allows your guests to use the space during your event. Most renters will book the deck and terrace when they are serving alcohol so that their guests may move freely in/out of the Boathouse with their beverages. If you are serving alcohol at your event, guests may not take their beverage outdoors unless you have rented the deck. Renters must also book the deck and terrace if they would like tables/chairs set up outdoors. With the deck and terrace rental, the space is then closed to the general public.

Can I rent the deck/terrace by itself?
No, the deck is only available in conjunction with a Lake Ellyn Boathouse rental.
Can I reserve outdoor space, other than the deck for my rental?
At this time, all areas of the park outside of the Boathouse and deck/terrace are first come, first serve. Renters may only rent the Boathouse and the deck/terrace for their event.

Can I have a tent constructed in the park for additional seating, and/or event space?
At this time, the Park District does not allow tents to be constructed in the park. However, the Park District has 120 outdoor chairs available for outdoor ceremonies, seating, etc. on the deck/terrace.

Where do my guests park for my event?
All Boathouse parking is on Lenox Road, with additional space on Linden Street. If there are no events taking place at Glenbard West High School, renters can use the lot located next to Duchon Field.

How many people are typically seated to a table?
We generally seat 8 per table, with up to 15 tables (total of 120). You can seat 9 per table, but that would only reduce the number of tables used.

Is liquor permitted?
Yes. Renters may serve liquor at the event, and must complete a permit application with their reservation contract. Alcohol may only be consumed outdoors if the deck/terrace is also rented.

Can I bring in an outside caterer?
Yes. A certificate of insurance may be necessary. Details will be given to renters if insurance is required upon approval of application. The Lake Ellyn Boathouse does not have facilities for cooking; all hot food items should be prepared prior to your rental. Grilling is not permitted.

Who is responsible for cleanup?
Renters are responsible for basic cleanup of the facility, and must remove any items they brought with them. Facility staff will remove garbage from the facility to the dumpster area.

What decorations can I bring in?
Renters are permitted to decorate to suit their event. We ask that renters not use nails, staples, or heavy duty tape/adhesive on the walls. Recommended products include 3M Command products and hooks or painters tape. Candles are permitted in the facility, but must be enclosed in glass vases or holders; no taper candles or exposed flames are permitted.

Do you have audio/visual equipment?
Yes. Audio: we have five mounted speakers in the main hall, linked to a central control panel that is Bluetooth compatible, including an auxiliary jack and two wireless microphones. Visual: we have a (48”) flat screen smart TV with a blu-ray player, and cable television. WiFi is also available to renters in the facility.

What is the Park District policy on music for rentals?
Renters may use the audio equipment in the facility for background music. DJs are permitted for entertainment/dancing, and must remain inside the facility. DJs are not permitted on the deck/terrace, or in the park. Live bands are not permitted in the facility or park; however, you may have a small acoustic band indoors for your event.
# Lake Ellyn Boathouse

## House Equipment & Amenities

### Equipment
- 48" Flat Screen TV (extra fee)
- Blu-ray DVD Player (extra fee)
- In-House Music System (Bluetooth-compatible)
- 2 Wireless Microphones (1 Handheld, 1 Pin)
- Dimmable Lighting
- Podium
- WiFi

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<thead>
<tr>
<th>Main Hall Tables &amp; Chairs</th>
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<tbody>
<tr>
<td>Black &amp; Gray Patterned Chair</td>
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<tr>
<td>60&quot; Round Table (Black)</td>
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<tr>
<td>8' x 3' Banquet Table (Black)</td>
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<tr>
<td>4' x 30&quot; Banquet Table (Black)</td>
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<tr>
<td>30&quot; Diameter Highboy Table (Black) (Adjustable Height up to 42&quot;)</td>
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<th>Terrace Tables &amp; Chairs</th>
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<tr>
<td>White Folding Chair</td>
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<tr>
<td>60&quot; Round Table (White)</td>
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<tr>
<td>43&quot; h x 33&quot; dia. Highboy Table (White)</td>
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<tr>
<td>6' x 30&quot; Banquet Table (White)</td>
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### Main Hall
- 28' w; 68' d

### Bar Service Area
- Front Counter: 34.5" h; 30" d; 101" w
- Back Counter: 34.5" h; 24" d
- Pass Thru Window: 68" w
- Bar Refrigerator

### Kitchen
- Warming Oven
- Microwave
- Refrigerator
- Freezer
- Ice Machine
- 2 Prep Tables
- Three-Compartment Sink
- 100-Cup Coffee Pot (extra fee)
- 55-Cup Coffee Pot (extra fee)
- Hot Water Pots (2 available)

### Fireplace
- 1 Working Fireplace (extra fee)
- Mantel: 102" w; 14" d
LAKE ELLYN BOATHOUSE

Floor Plan

MAIN ENTRANCE
WEST TERRACE
GARDEN PATH
KITCHEN
BAR
SOUTH TERRACE
STORAGE
STORAGE
STORAGE
STORAGE
BOATHOUSE MAIN HALL
DECK
DECK