

Events & Rentals



MEMORIAL
PARK

HOME TO THE
WHEATON PARK DISTRICT
MARY LUBKO CENTER

Event Spaces

RENTAL RATES & FEES

MARY LUBKO CENTER | UP TO 75 GUESTS

The Mary Lubko Center, originally built in 1888 as a coach house, is a unique space offering a casual comfortable space with classic wood paneled walls, a large stone fireplace, and beautiful views of Memorial Park. The building is handicap accessible.

	Resident & Not-for-Profit	Nonresident & Corporate
Three- Hour Rental+	\$300	\$450
Additional Hour Rental	\$50	\$75
Security Deposit Required++	\$125	\$125

+Includes one-hour set up and 30-minute clean-up in addition to the three hours allotted for the rental/special event. Guests are required to remove garbage from the facility at the end of the event.

MARY LUBKO CENTER WITH OUTDOOR LIONS TERRACE | UP TO 175 GUESTS

The Lions Terrace is located directly off the sunroom in the Mary Lubko Center. It includes a great elevated outdoor cocktail area that overlooks the park, with access by both stairwell and accessible ramp.

	Resident & Not-for-Profit	Nonresident & Corporate
Three- Hour Rental+	\$500	\$700
Additional Hour Rental	\$100	\$150
Required Staffing*	\$45 per hour	\$45 per hour
Security Deposit Required++	\$250	\$250

+Includes one-hour set up and 30-minute clean-up in addition to the three hours allotted for the rental/special event.

*Required for events of 75 guests and more, but can be added to any size event. Minimum of three-hours of staff time required and includes garbage removal at end of the event.

MULTI-USE OUTDOOR EVENT SPACE | UP TO 200 GUESTS

Looking for a perfect outdoor wedding ceremony space? This perfect 40'x60' multi-use event space with crushed granite-based ground covering (no heels digging into grass), includes access to the Mary Lubko Center building for indoor restrooms for the comfort of your guests, and a backup rain location for seating up to 40 (60 standing room).



	Resident & Not-for-Profit	Nonresident & Corporate
Weekday Evening Rental (M-Th)+	\$1,500	\$2,700
Friday or Saturday Evening Rental+	\$2,750	\$3,950
Saturday or Sunday Daytime Rental+	\$1,250	\$1,950
Sunday Evening Rental+	\$1,250	\$1,750
Security Deposit Required++	\$500	\$500

+All rentals are for three-hours. Fee includes access and rental of the indoor areas of Mary Lubko Center with Outdoor Lions Terrace as well. Daytime rentals must end by 3P. All evening rentals must start after 5P and be completed no later than 9P with clean-up complete by 9:30P. All tables, tents, and chair rentals for outdoor events are additional. Please see preferred vendor list and Terms & Conditions which are applicable for all outdoor events at Memorial Park.

++Security deposit will be refunded after the event as long as there is no damage or excessive cleaning needed.

Frequently Asked Questions

Can I visit the space in person?

We strongly recommend that you schedule an appointment to view the Mary Lubko Center, Lions Terrace or Multi-use Event Space. This will ensure a member of the staff is available to meet with you. Tours are available Monday through Friday from 8:30A-3P. To schedule, call 630.665.1415.

Is the building accessible?

The Mary Lubko Center is accessible on the main level. The building includes two single person restrooms on the main level as well.

What spaces are available for rental?

The Mary Lubko Center is made up of two rooms: Coach Room (seats up to 25 people with table and chairs (17'x39') and the VIP Room which seats 50 people with tables and chairs (26.5'x39'). The Lions Terrace is off the rear of the Mary Lubko Center building and can be accessed through the coach room. Seating capacity on the terrace is 50 with tables and chairs and 100 for cocktail party. The Multi-Use Event Space is directly off the Lions Terrace to the west and is approximately 40'x60' in size (holds 200 people). It is an open space with fine crushed granite ground cover.

Is anything included in my rental fee?

Yes, for indoor rentals only. When renting the Mary Lubko Center for your special event there are twelve 6-foot tables, six 42" round tables, eight 36" square tables, 50 padded chairs, and 25 black-mesh stacking chairs. All other equipment will need to be rented at the client's expense and coordinated with Mary Lubko Center staff. Catering, linens, decor, event staff, and personal planning staff are not included in any rental.

What are the available rental times and hours?

The indoor facility at Mary Lubko Center is available for rental Fridays from 4-10P, Saturday and Sunday from 7A-10P. Occasionally, weeknight hours are available for rent from 4-10P. Weekday rentals at Mary Lubko are very limited as the building is programmed for classes and events.



Can I place a hold on my preferred date? How can I check availability?

Our staff will place a temporary hold on the date of your event for 5 days. In order to permanently hold the date, the security deposit and rental fee must be accepted by the Mary Lubko Center and a contract signed. Call the Mary Lubko Center staff at 630.665.1415 during business hours (Monday-Friday 8:30A-3P) to find out availability, make an appointment for a tour, or to discuss your event.

What are the food and beverage policies?

Alcohol is only allowed through the Wheaton Park District's Arrowhead Golf Club. Please inquire directly with Mary Lubko Center staff for more information on pricing. Food must be catered or prepared in a commercial kitchen, such as a deli department in a grocery store, local restaurant, or professional caterer. Homemade food is not allowed. Please view our preferred vendor list for some suggested food options.

Certificates of Insurance are required for all caterers, musicians, rental companies, or any other persons, firms, or entities hired by the renter. The insurance coverage shall be Public Liability Insurance in an amount not less than \$1,000,000, naming the Wheaton Park District as "Additionally Insured". The Certificate of Insurance must be on file with the Wheaton Park District Mary Lubko Center (certificate holder) no less than ten (10) days prior to your event.

Terms & Conditions

APPLICABLE TO ALL OUTDOOR EVENTS

1. All outdoor rentals are subject to at least two staff persons for every 100 guests and one additional staff person for every 100 guests up to 400 (the maximum capacity for a full-park private rentals). To be billed at \$45 per hour per staff which is applicable to all setup, event rental, and clean-up time. This fee includes access to electrical, bathrooms, dressing rooms (with limitations), and one-round of garbage removal at the end of the event.
2. Additional garbage disposal needs, or additional equipment (tables, chairs, tents) are all subject to additional charges. The rental of Mary Lubko building does include a select number of tables and chairs. See FAQ section.
3. Access to concessions is prohibited and concession area is not available for rental nor included in private rental rates.
4. Events requiring service of alcohol are subject to additional permitting fees and all sales must be contracted through Wheaton Park District Arrowhead Golf Club.
5. Fee is for a maximum rental time of three hours (with the exception of the full park/venue private rental which is four hours). If renter requires more than three hours, this must be approved in advance.
6. Park must be vacated no later than 10P which includes all clean up and load out of vendors. Any failure to comply will result in a reduction of security deposit returned at the rate of \$150 per hour.
7. The City of Wheaton restricts and limits sound amplification at this park. Please review the local ordinance as it pertains to your event to avoid potential fine. Between 7A and 9:30P amplification max DBA 80. No sound may be amplified after 9:30P.
8. Bandshell and full park/venue rentals are extremely limited. The district will restrict rentals from promoters, outside concerts and performances, and any non-park district affiliated public events that will require marketing for the purpose of ticket sales or fundraising (private or non-profit). If you are interested in renting the bandshell or full venue for an outdoor private event, please contact Megann Panek at 630.510.5030. **Please note:** these types of rentals are extremely limited June-September due to already scheduled programming. The district is required to adhere to a maximum number of amplified sound events within a calendar year.
9. Outdoor events cannot take place in inclement weather. Mary Lubko reserves the right to cancel due to weather. Rainout dates are not included in above fee structures. If event is canceled due to extreme weather conditions at least six hours in advance, 50% of the rental fees will be returned. If event is canceled more than 2 hours in advance 25% of the fees will be returned. Any cancellation of the event after two hours from contracted set-up time is non-refundable even as it relates to weather.

APPLICABLE TO ALL EVENTS

1. The Mary Lubko Center and Memorial Park are non-smoking facilities.
2. The renter is solely responsible for all set up, service, execution, take down, and clean up required for your event.
3. Renters should provide their guests with access to parking information and guidelines available online at memorialparkwheaton.com. Please avoid parking your guests on residential streets. Ample street parking (Union, Hale, Wheaton, Karlskoga) and a public parking garage is available south of the park in the downtown Wheaton business district if the spaces in the onsite parking lot are filled.
4. It is expected that the renter will provide adequate supervision while using the venue (building, terrace and park) especially as it relates to unsupervised children.

