



Weddings at Four Rivers Environmental Education Center

Four Rivers Environmental Education Center is located in McKinley Woods-Kerry Sheridan Preserve. The preserve, latrines and walking trails are open to the public daily from 8:00am until sunset. Four Rivers Environmental Education Center maintains regular open hours to the public. Private rental event times may overlap with open hours to the public. Four Rivers Environmental Education Center is ADA accessible.

RENTAL FEES

(Rental time spans from arrival for setup, event, and cleanup.)

Option	Fee	Hours	Space
<i>Celebration Package</i>	\$3,000	10 hours	Grand Hall, Wedding Suite, Four Rivers Shelter & Ceremony Rehearsal
<i>Grand Hall Only</i>	\$900 \$1,800	4 hours 8 hours	Grand Hall Only (can add up to 2 hours)
<i>Four Rivers Shelter (Outside Only)</i>	\$350 (in-county resident rental fee) \$700 (out-of-county resident rental fee)	12 hours	Four Rivers Shelter
<i>Wedding Suite</i>	\$75 per hour	Up to 8 hours rental between 10am-6pm	Wedding suite can be added to a Shelter Only rental

Four Rivers does not book beyond a 10-hour permit time or past midnight. We find 8-10 hours is plenty of time for weddings and receptions. The last hour of the permit time is used for you, your guests, and your vendors to wrap up, pack up, and depart the preserve no later than the end time designated in your permit. You will be charged an additional fee if you, your guests, or your vendors are in the facility beyond the end time of your permit.

CATERING, BAR SERVICES AND ALCOHOL

Four Rivers provides a list of approved caterers to select from to provide your meal and bar service. We are unable to allow any food to be brought in unless it comes from a vendor on the list.

Alcohol must be provided and served through an approved caterer from our list. Permit holders and guests are not allowed to bring in their own liquor. Four Rivers supplies the bar table, and the caterer supplies the alcohol, insurance, appropriate license, and staff.

Alcohol is not permitted in common areas of the Four Rivers Environmental Education Center during open business hours (10:00am – 4:00pm).

TABLES, CHAIRS, LINENS

Four Rivers provides tables and chairs for use inside the building:

- 60-inch round tables – seats eight people
- 8x3-foot banquet tables – seats eight people; commonly used for the buffet and DJ
- (4) 3-foot square tables; commonly used for cake, guest book or sweetheart table
- (2) 48-inch round tables; commonly used for cake, guest book or sweetheart table
- Portable Bar table
- Black chairs with chrome legs; comfortable for long periods of sitting, sleek and nice looking for weddings

Upon arrival, the Illinois River Grand Hall will be set up with our tables and chairs. Four Rivers does not provide linens. Linens can be coordinated through the catering service.

Four Rivers does not provide any furniture for outside use. For an outside ceremony at the Four Rivers Shelter, tables and chairs are the responsibility of the permit holder.

DECORATING

Decorating can begin at the start time of your permit. Most weddings have a 2:00pm to midnight permit time. In that case, you can arrive at 2:00pm to start decorating. We do not allow decorating to take place the day before as we may have events scheduled the day before your event.

When decorating, nothing can be taped, push-pinned, glued, or stapled to any surface. Nothing can be draped or hung from the support cables in the Grand Hall or at the Shelter. See the *Four Rivers Facility Rental Agreement – Weddings & Special Events* for additional decorating restrictions.

All candles used for table centerpieces and room decorations must be in heat-proof, enclosed containers, or holders.

DJ, BAND, DANCE FLOOR, SOUND SYSTEM, WIFI

You will need to hire a DJ or band for your party music. The overhead sound system is not designed for social event use. For a guest list of 125-130, there is room for a band and dancing. Bands and DJs can play up until the last hour of the permit time, allowing the last hour to be used to pack up and depart the preserve.

Four Rivers has an overhead projector and screen with a sound system for your use for video presentation during the reception.

Four Rivers has WiFi access, however due to District restrictions, streaming music, video, or photos are not permitted. Video or slideshow presentations must be saved to your hard drive or a portable storage device. You will not be able to stream music from the Internet.

FACILITY PARKING

There is plenty of parking to accommodate wedding guests at this venue. There are 39 spaces at the building parking lot and 59 spaces at the Four Rivers Shelter parking lot. There is also a grassy overflow parking area, if needed. On the day of the wedding, additional signs will direct guests to the proper parking locations.

FOUR RIVERS DOES NOT PROVIDE A WEDDING COORDINATOR

Guest Services Staff is present during your permitted time but does not coordinate your wedding. Guest Services Staff assist with room layout, coordinate arrival and departure times with vendors, and makes your visit to the facility as comfortable as possible.

EVENT INSURANCE

There is no additional insurance you are required to purchase. However, we strongly recommend you research one-day event coverage for yourself and the venue. Check with your personal insurance company for information.

AREA HOTELS

Four Rivers can provide a list of nearby hotels. We do not have any agreements with local hotels to provide discounts.

PAYMENT AND DEPOSIT

50% of the rental fee is due ten business days after receiving your permit. The remaining balance is due ten business days before the scheduled event.

EVENT CANCELLATION

Cancellations must be made in writing, by the permit holder. Cancellations at least 90 days prior to the event date will result in a refund of the deposit less a \$500 processing fee. If the cancellation occurs with less than 90 days to the event date, the deposit will not be refunded.