



Wedding

Frequently Asked Questions

Q. Who will be present from the Glenview Park District during my rental times?

A. A caretaker is scheduled to work both the rehearsal as well as the ceremony. The caretaker is responsible for ensuring the building is accessible to the renter during the agreed rental times, setting the temperature and setting up audio equipment. They can not direct your event but happy to answer any questions and give suggestions.

Q. Does the rehearsal have to be held immediately prior to the wedding or can it be done the night before?

A. The rehearsal is scheduled for whichever day is preferred (a week before, a night before etc.) so long as the date and time requested is available. One and a half hour is allotted for the rehearsal.

Q. What if I need to change the rental date or time?

A. So long as there are no conflicts with another rental you are welcome to make changes up to 14 days prior to your event. All postponed rentals are subject to a fee of \$100.00.

Q. What is the policy on decorations and when can they be setup?

A. There are six flower stands, two shelves on the altars, 20 pews and 2 podiums that are typically decorated. We do not allow nails, glue or tape to be used; except for tape on an aisle runner. Pew decorations may be attached using ribbon/ tulle or rubber bands. Typically decorations are put up about 20-30 minutes before the ceremony. The agreed rental time is the time that renters and their service providers have access to the building

Q. Is the use of bird seed permitted?

A. No, bird seed and rice are prohibited. Bubbles are suggested. Renters are welcome to use flower petals and such if they choose, but these items must be cleaned up before the agreed rental time ends.

Q. What is available for music?

A. An organ, piano, CD player and MP3 player hook-up are available for use. Renters may use this equipment and or hire their musical preference.

Q. Are microphones available?

A. Yes, three wireless hand-held microphones and one wireless lapel microphone are available. Renters may use as many as they need.

Q. Is there a dressing area for the wedding party?

A. There are two areas that may be used as dressing areas. There is room on the upper level in the back of the building and there is a large space in the lower level of the building.

Q. Are service providers (officiator, photographer, florist etc) included in the rental?

A. No. A list of service providers is available as a helpful tool- they are not endorsed by GPD and you are not required to use anyone of them. Renters may use any service provider of their choice; hired, friend or family!

Q. Is a Certificate of Insurance Required for my rental?

A. Yes, if you are having any vendors come onto the property, a Certificate of Insurance (COI) is required for each one. The Glenview Park District must be listed as the additionally insured and as the Certificate Holder. The address for the Glenview Park District to be listed on the COI is 1930 Prairie St. Glenview, IL 60025 and the coverage should be up to \$1,000,000.00. If a COI is not obtainable, we will provide a waiver as a last resort.

(See back of sheet)

Q. What is the deposit for and how is it refunded?

A. The purpose of the security/damage deposit is to cover any overage in rental time and any minor damage to the facility. If your group exceeds the agreed time during the rehearsal or the ceremony, the charges are based off the hourly rental of \$300 and are prorated. If your group does not exceed the agreed rental time and leaves the facility as it was found the full deposit amount is refunded after completion of the rental. Deposits paid by cash or check will be refunded by check and mailed to the address provided on the agreement. If the deposit is paid by credit card the refund will be submitted to that credit card. **Renter should update information if there are any changes such as address or credit card changes.**