

Rental FAQs

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Yes. To schedule a tour of the spaces, please contact Zackary Baraglia at 815-756-4609 or email rentals@ellwoodhousemuseum.org or info@ellwoodhousemuseum.org. [Back to Top](#)

What are your available rental dates?

The best way to find out available dates is to call us at 815-756-4609 or email us at rentals@ellwoodhousemuseum.org or info@ellwoodhousemuseum.org. We do not hold any rentals December through February, and garden weddings are limited to mid-May through mid-October due to weather and garden conditions. We are staffed throughout the year and, at any time, can take inquiries and make contracts for our rental open season. [Back to Top](#)

How many people does the venue hold?

All our venues are limited to a capacity of 80 people. Depending on which setup options renters choose, the capacity may be more restricted. It is best to make an appointment to discuss rental venues and setup options before making a contract. [Back to Top](#)

How do I reserve a venue?

To reserve a venue, contact Zackary Baraglia at 815-756-4609 or email rentals@ellwoodhousemuseum.org or info@ellwoodhousemuseum.org. With the exception of garden weddings, half of the expected rental fee is due as a deposit at time of contract to reserve the venue. For garden weddings, a flat fee of \$500 is due at time of contract. Contracts may be processed in person at the Ellwood House Museum's Visitor Center or via DocuSign email correspondence initiated by the Ellwood House Museum. [Back to Top](#)

How much does it cost to rent?

Rental begins at the time vendors/renters arrive to make deliveries, decorate, etc. and the rental ends once the vendors/renters have cleared the venue of everything brought in and all guests have departed. All decorations, food, equipment, etc. must be removed by the time of the rental. Discounts are available to members and for the use of multiple facilities on the same day.

The **Hearthside Room** at the Ellwood House Museum's Visitor Center is \$75 per hour. This is our most popular venue for more casual events, such as baby and bridal showers. [Back to Top](#)

Ellcourt is \$350 per hour. This is a popular venue for more formal events, such as champagne brunches and wedding receptions. For interior photo sessions, Ellcourt may be rented for \$150 an hour. [Back to Top](#)

A **garden wedding** is a flat fee of \$500. [Back to Top](#)

If I cancel, can I get a refund?

For the **Hearthside Room**, cancellations prior to 30 days before the rental will be refunded all but \$75 of their initial deposit. No refunds will be issued within 30 days of the rental. [Back to Top](#)

For **Ellcourt**, cancellations prior to 90 days before the rental will be refunded all but \$350 of the initial deposit. No refunds will be issued within 90 days of the rental. [Back to Top](#)

For **garden weddings**, cancellations prior to 90 days before the rental will be refunded all but \$150 of the \$500 payment. No refunds will be issued within 90 days of the rental. [Back to Top](#)

What does my rental include?

For the **Hearthside Room**, rental includes use of the room, setup of tables and chairs per the renter's requested configuration, use of a full kitchen, access to public bathrooms, free parking, and access to the Visitor Center exhibits. Additional resources, such as a podium, projection screen, projector, and easels are available upon request. A staff member will be on site to assist with issues, take out trash, maintain bathroom amenities, and wipe down tables and vacuum after the event. [Back to Top](#)

For **Ellcourt**, rental includes use of the building's first floor and terraces, setup of tables and chairs per the renter's requested configuration, use of a full kitchen, access to two bathrooms (one of which is ADA compliant), and free parking. Easels are available upon request. A staff member will be on site to assist with issues, take out trash, maintain bathroom amenities, and wipe down tables and vacuum after the event. [Back to Top](#)

For **garden weddings**, rental includes the use of the requested garden space and bad weather backup in the Hearthside Room on the day of the event, a rehearsal the day before the wedding, free parking, and use of the Visitor Center or Ellcourt restrooms (which are open will depend on the closest ones to the garden site is selected). Staff will set up the Hearthside Room for a bad weather backup as per the renter's requested configuration. We have chairs for indoor use, a podium with microphone, and a simple wedding arch that may be requested. A staff member will be on site to assist with issues and maintain bathroom amenities. [Back to Top](#)

What equipment/supplies does the Ellwood House Museum provide?

We do not provide table linens, decorations, food or bar service, outdoor chairs or wedding arches, extension cords, sound systems, photographers, or wedding officiants. The Ellwood House Museum maintains a vendor list of companies who have provided us their information; it is not all-inclusive and does not constitute a recommendation. We can provide a selection from the following items for the below listed venues:

Hearthside Room: 10 x 60" diameter tables (seat up to 8); 10 x 30" diameter tables configured as sweetheart seating tables or standing high-tops; 5 x 48" banquet tables; 9 x 72" banquet tables, 80 x indoor chairs, 10 x podium with microphone, 1 x projection screen, 3 x easels, 2 x

chalkboard signs, 3 x parking stanchions, 1 x projector, and 1 x simple white wedding arch (indoor use only). We also have a limited amount of serving ware for renter use. [Back to Top](#)

Ellcourt: 1 x 63" to 103" table, 1 x 60" diameter table (seats up to 8); 10 x 48" diameter tables (seat up to 6), 10 x 30" diameter tables configured as sweetheart seating tables or standing high-tops; 5 x 48" banquet tables; 9 x 72" banquet tables, 58 x padded indoor chairs, 33 x unpadded auditorium-style metal folding chairs, 3 x easels, 2 x chalkboard signs, 3 x parking stanchions, 1 x 60" narrow banquet table, and 1 x portable bar. [Back to Top](#)

Garden Wedding: The Ellwood House Museum provides no equipment/supplies for a garden wedding other than access to exterior outlets and use of our chalkboard signs, parking stanchions, and easels if requested. [Back to Top](#)

What must I provide?

The renter or their contracted vendors must provide table linens; dishes, glasses, utensils, and serving ware (with some limited exceptions); decorations; flowers; food, beverages, and bar service; outdoor chairs and wedding arches; extension cords; sound systems; photographers; and wedding officiants. Renters or their vendors are responsible for removing all items brought to the venue by the time the rental period ends. Renters or their vendors must also wash or load the dishwasher with any serving ware they use that belongs to the Ellwood House Museum. [Back to Top](#)

What may I do for decorations?

You may bring in your own decorations or have a vendor decorate with the following restrictions. All decorations must be removed by the end of the rental period.

Hearthside Room: The renter or vendor must provide table linens. Decorations may be placed on tables, floors, windowsills, and the mantle. Nothing can be attached to the walls or ceiling. Lightweight items may be placed on the glass of window and French doors using suction cup hooks or can be tied to the window locks. Nothing can be taped or tacked to any part of the mantle. Items may be tied to the mantle with ribbon or string. The mantle must be protected from scratches and water. Plants potted in soil are not allowed. No decorations can block the doorways. Real candles cannot be used, but battery powered candles are allowed. Loose confetti, sequins, glitter and hay or straw bales cannot be used. Helium balloons can be used, but if any get loose in the Visitor Center lobby and rise to the upper level where they are difficult to retrieve, there will be an additional \$75 service charge. [Back to Top](#)

Ellcourt: The renter or vendor must provide table linens. Decorations may be placed on tables, floors, windowsills, bannisters, and the flat portion of mantles. Nothing can be attached to walls or ceilings. Lightweight items may be placed on the glass of windows and French doors using suction cup hooks. Anything used to decorate the staircase bannisters must be attached with ribbons, fabric, or string. No wires may be used. Nothing can be attached to the mantles.

Plants potted in soil are not allowed. Mantles must be protected from scratches and water. No decorations may block the doorways. Real candles cannot be used, but battery powered candles are allowed. Loose confetti, sequins, glitter and hay or straw bales cannot be used. Helium balloons can be used, but if any get loose in the Ellcourt stairwell and rise to the upper level where they are difficult to retrieve, there will be an additional \$75 service charge. [Back to Top](#)

Garden Wedding: Renters must provide unity or sand ceremony set-ups, exterior wedding arches, and other decorations. The use of confetti, glitter, birdseed, rice, straw/hay, or artificial flower petals are prohibited. Real flower petals and bubbles are allowed. No decorations are to be attached to the exteriors of buildings. No decorations are to be added to flower beds. No tents are permitted. [Back to Top](#)

For how long may I rent the venue?

Hearthside Room: Rental is by the hour for a maximum of 15 hours. The Hearthside Room is available to rent Tuesdays through Sundays from 8:00 AM to 11:00 PM. Most renters reserve the room for 4 hours including an hour for decorating, 2 hours for the event, and an hour for undecorating. [Back to Top](#)

Ellcourt: Rental is by the hour for a maximum of 12 to 14 hours depending on the day. Most renters reserve Ellcourt for about 8 hours. It is available Tuesdays through Thursdays and Sundays from 9:00 AM to 9:00 PM. On Fridays and Saturdays, it is available from 9:00 AM to 11:00 PM. Rentals must accommodate building tours given Wednesday through Saturday at 3:00 PM and on the fourth Saturday of the month at 10:00 AM. Interior photography can be scheduled Tuesday through Sunday by appointment. [Back to Top](#)

Garden Wedding: The garden space is reserved for the entire day; however, all activities (e.g., setup/teardown and ceremony times) are restricted to before 12:00 PM and after 5:00 PM due to the tour schedule. [Back to Top](#)

How do I pay?

Payment may be made in person using cash, card, or check or may be completed over the phone using a credit card. [Back to Top](#)

How much is required as a deposit?

For the Hearthside Room and Ellcourt venues, half of the anticipated rental fee is due at time of deposit. For garden weddings, a flat fee of \$500 is due at time of contract. [Back to Top](#)

When do I make final payment?

For the Hearthside Room and Ellcourt venues, final deposit is due at time of departure the day of the event. The final fee is determined based upon actual arrival and departure times of the renter less the deposit fee. Garden weddings are a flat fee paid at time of contract and no other payment is due. [Back to Top](#)

May I serve alcohol?

Alcohol may only be served at the Ellcourt venue. Alcohol service must be provided by a vendor with proper city licensing and insurance. The Ellwood House Museum can provide a list of known area vendors. Individual renters may not provide alcohol. [Back to Top](#)

May I bring in my own food/drinks?

Renters may bring in their own non-alcoholic drinks and food or use the vendor(s) of their choice. Alcohol must be provided by an appropriately licensed and insured vendor and is only allowed at the Ellcourt venue. [Back to Top](#)

May I take photos?

The Ellwood House Museum campus is a public park. No reservations or fee is associated with exterior photography; however, we do recommend you call ahead to ensure there are no big events that might interfere with your photo session. Interior photos may be taken during the rental period. Separate interior photo sessions (e.g., engagement photos) may be scheduled for Ellcourt Tuesdays through Saturdays by appointment for a fee of \$150 per hour. Renters must contract their own photographer. To schedule, please contact Zackary Baraglia at 815-756-4609 or email rentals@ellwoodhousemuseum.org or info@ellwoodhousemuseum.org. [Back to Top](#)

Do you have a wedding party prep area?

Unfortunately, the Ellwood House Museum does not have a dedicated wedding party prep area. We are planning on updating some upstairs rooms for that purpose, but funding and timing for that project are currently unknown.

For weddings held in the Hearthside Room and in the gardens, the public restrooms in the Visitor Center are available. The lighting is not the best, but we can set up a small table and a couple chairs for prep upon the renter's request.

For Ellcourt, some brides have used the larger handicapped bathroom for prepping and one has used the den/library; however, the latter option limits the usability of that room during a follow-on reception. [Back to Top](#)

May I have a band?

We are located in a residential area and wish to respect our neighbors. As such, we do not permit outdoor bands. We do allow acoustic musicians (1-4 people) inside Ellcourt and the Hearthside Room. Ellcourt also has a playable piano. Many renters bring in their own wireless sound system for use in the Hearthside Room and Ellcourt. Please note, the City of DeKalb limits sounds over 60 decibels between the hours of 7:00 AM and 10:00 PM, and 55 decibels between the hours of 10:00 PM and 7:00 AM. [Back to Top](#)

May I have dancing?

Limited space makes a dancing area difficult for all but the smallest events. Ellcourt renters have requested a room to be cleared of table and chairs after dining for dancing. Just note that the rugs cannot be removed, and the seating then becomes limited. While it has not been requested, something similar could be done in the Hearthside Room. [Back to Top](#)

May I hold my wedding ceremony at Ellcourt?

The layout inside Ellcourt and on the terrace limits having a ceremony to a very small party and audience, some options with standing room only. It is best to discuss these options when you schedule a viewing of the space. [Back to Top](#)

May my guests view the exhibits?

The Visitor Center exhibits are free of charge and are open to the public during our regular hours and for guests during a rental of the Hearthside Room. [Back to Top](#)

May my guests take a tour during the rental?

Guests may take our regularly scheduled tours or arrangements may be made for a special tour. Tour fees are not included with the rental. [Back to Top](#)

We would love your feedback.

Please send your questions, suggestions you have for venue services, and any comments you have about your rental to rentals@ellwoodhouse.org or info@ellwoodhouse.org.