



Frequently Asked Questions

DO WE HAVE TO CHOOSE A CATERER OFF YOUR APPROVED LIST?

No, you are not required to choose a caterer from our list. However, do make sure your caterer is familiar with how to run an event without a catering kitchen. The Adler Center's kitchen has only a sink, refrigerator with freezer, microwave and counter space.

DO WE NEED TO HIRE A CATERER IN ORDER TO SERVE FOOD OR BEVERAGES AT OUR EVENT OR MEETING?

No, you may bring in your own food and beverages. If you are serving an alcoholic beverage other than beer and wine you are required to hire Catered Productions or Pear Tree Catering they are the only catering companies licensed in Libertyville to serve alcohol (*see vendor list*).

HOW MANY CAN YOU SEAT FOR A SIT DOWN DINNER?

We can fit up to 26 guests in the Ballroom and 16 guests in the Sun Porch for a sit down dinner in the house.

HOW MANY CAN GUESTS CAN YOU ACCOMMODATE FOR A CEREMONY?

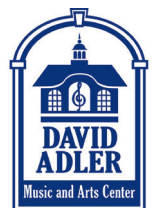
We can seat 50 with an aisle in the Ballroom facing the window, 30 in the Sun Porch facing the back lawn and 100 on the back patio facing the woods.

IF WE ARE PLANNING AN OUTDOOR CEREMONY, WHAT ARE OUR OPTIONS IN CASE OF INCLEMENT WEATHER?

You can rent a tent for an outdoor ceremony in case of inclement weather (*see vendor list*). You may also hold the ceremony inside with up to 50 seated guests.

WHAT ARE OUR OPTIONS FOR MUSIC?

We have a list of preferred musicians for live music and ensembles. You are welcome to have an acoustic band or quartet for a cocktail hour on the porch or in the house. The Adler Center maintains a list of preferred musicians and ensembles. You may also bring an iPod and speakers for cocktail hour music.



DO WE NEED TO RENT FURNITURE?

The Adler Center has 100 white stacking chairs, six 6' banquet tables, six 48" round tables, nine 32" high boy tables available for use. The Adler Center's Baby Grand Piano is available for a \$50 fee. You may rent additional furniture through a rental company or through your caterer.

DO I NEED TO BRING A PROJECTOR AND PROJECTOR SCREEN?

Yes. The Adler Center does not have any AV equipment.

DO YOU HAVE WI-FI?

Yes, Adler Center staff will supply you with the Wi-Fi password during your rental.

DO YOU ALLOW PETS?

Leashed pets are allowed to participate in outdoor ceremonies.

Please direct any additional questions to our Rental Coordinator by emailing: jennifer@adlercenter.org



A Home for the Arts