



Mary Lubko Center PRIVATE EVENT RENTALS



About the Mary Lubko Center



Memorial Park, Site of Elbert H. Gary Home

Elbert Henry Gary built his home on this site in 1882, on land purchased earlier by his father Erastus, one of Wheaton's founders. Although the house was demolished in the 1920s, the carriage house remains, in altered and expanded form. In 1921 this site became Memorial Park. This park, Wheaton's first, commemorates the community's sacrifices and contributions to the nation's efforts during World War I.



Elbert H. Gary (1846-1927) attended Wheaton public schools and studied at Wheaton College. He earned a law degree in 1868 from the Union College of Law in Chicago. Gary practiced law, served two terms as a DuPage County Judge, and was President of the Chicago Bar Association. He co-founded the Gary-Wheaton Bank. He served three terms as Village President and one as City Mayor of Wheaton. Gary's dealings in the steel industry led to the founding of U.S. Steel Corporation, where he served as Chairman of the Board. Gary, Indiana, named for him, bears testimony to his imprint on the steel industry. He married Julia E. Graves in 1869, and they had two daughters. Gary lived in Wheaton until 1898 when his work necessitated a move to New York. His wife Julia died in 1902, and in 1905 he married Emma Townsend.



The establishment of Wheaton's first park also spurred the founding of the Wheaton Park District in 1921. At that time, the property was developed into Memorial Park, and the carriage house was slightly modified into quarters for the American Legion. During the 1930s the Legion helped the Park District make substantial changes to the structure, finishing it in 1940. Over the years, additional changes were made. Today the building serves as the Mary Lubko Center, and Memorial Park is the site for many community events, from concerts to celebrations.





Can I visit the space in person?

We strongly recommend that you schedule an appointment to view the Mary Lubko Center. This will ensure that a member of the Mary Lubko Center Staff will be available to meet with you. To schedule an appointment, please 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.

Is parking provided?

The Mary Lubko Center has a 15 space parking lot right by the building. There is also street and meter parking surrounding the park.

What do the rental fees include?

When renting the Mary Lubko Center for a special event, your event will be the only one held that day. There are 12 six-foot Alumilite tables, 6 forty-two inch round tables, 8 thirty-six inch square tables, 80 padded folding chairs, and 12 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, décor, event staff, and personal planning staff are not included in any rental.

What are the available rental times and hours?

The Mary Lubko Center is available for events Friday, 4-10 pm, Saturday and Sunday 7 am-10 pm. Monday-Thursday weeknight hours from 4-10 pm are occasionally available.

Will the date of my event be held?

The Mary Lubko Center will temporarily hold the date of your event for 10 days. In order to permanently hold the date, the security/key deposit and rental fee must be accepted by Mary Lubko Center staff.

What rooms are available for rental at the Mary Lubko Center?

- Phillips Room seats 12 people with tables and chairs (10' X 20').
- Coach Room seats 30 people with tables and chairs (17' X 39').
- VIP Room seats 70 people with tables and chairs (26.6' X 39').

What are the rental rates?

These rates are for the building only—Memorial Park itself, may be rented for additional fees. One hour set up and 30 minute clean up is included in the fee.

- Resident: \$250 for the required 3 hour minimum; \$50 each additional hour
- Nonresident: \$400 for the required 3 hour minimum; \$100 each additional hour
- Commercial: \$215 per hour; \$115 each additional hour

There is a \$125 refundable* security/key deposit.

*Your security/key deposit will be refunded when you leave the building clean, in good condition, have removed your trash, and the key has been returned.

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What are food and beverage service policies?

Alcohol is not allowed. Food must be catered or prepared in a commercial kitchen, such as a deli department in the grocery store. Homemade food is not allowed. An approved catering list is available through Mary Lubko Center Staff.

Certificates of Insurance are needed 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 ten (10) days prior to your event.

Is there additional equipment available for rent?

The Mary Lubko Center has the following equipment available: 72 cup coffee making system-\$10. Includes cups, sugars and powdered creamer. Bring your own coffee.

How can I check on availability?

Call the Mary Lubko Center at 630.665.1415 during business hours (Monday-Friday, 8:30am-3pm). Please tell us the type of event, number of guests, and preferred date and time. Make an appointment for a tour and to discuss your event. Reserve your date by paying the security/key deposit and rental fee. This can be done over the phone with your Visa or MasterCard. Choose the date and time to pick up the key and discuss any final details.

Thank you so much for all of your help as we planned the 50th Anniversary party for my parents. The Mary Lubko Center was the perfect place for the party, and we were thankful to have such a lovely venue. We appreciated all of your helpful suggestions - that made the day of so much easier!! We had a great time, and my parents loved every minute of the party.

– Cindy Trowbridge

Our family had a wonderful celebration there!

– Elsie Dieden

I wanted to let you know that the Mary Lubko Center has proven to be a wonderfully perfect location for the various educational programs we've conducted there. From classroom seating with tables, to auditorium style seating, this venue has been able to adapt to meet the particular needs of our various programs. My guests enjoyed the comforting warmth of the wood paneled room and the beautiful scenery of the gardens and trees that could be seen from the windows. I've also been so impressed with the ease of working with the staff; I gladly recommend it to anyone looking for a unique setting to host a program or event. Our many thanks to the dedicated staff for making our events run smoothly every time.

– Patti Terkovich

Arden Courts of Glen Ellyn, Memory Care Community



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