



Last Updated December 16, 2016

Proposals and Engagements to that one special person in your life, has become an event within itself. Share your memorable moment with family and friends at one of our many special event venues. From skyline views, to unique architectural designs and lake front settings you will be able to enjoy some of the most extraordinary spaces Chicago has to offer.

Event Spaces & Capacity

<i>Location</i>	<i>Pricing</i>
All Special Event Venues	\$100 per hour (3hr maximum) *additional fees apply* *Preferred Professional Catering Drop-Off service allowed for 20 people or less



To Book

We do not issue any temporary holds on any dates. To officially reserve the facility we require:

- 1) Special Event Venues Application
- 2) Non-Refundable and Non-Transferable Reservation Down Payment
- 3) \$35 Non-Refundable Application Fee.

The Reservation Down Payment is 50% of the Rental Fee. The Reservation Down Payment will be applied towards your Balance Due, but it is non-refundable for cancellations.

Parking/Transportation

There is a public pay-and-display parking lot at our Special Event Venues. However, no parking is reserved for private events.

Inventory

All equipment must be rented from our [Preferred Professionals List](#)

Additional Information

CATERING

- All permittees are required to use a caterer from [Preferred Professionals List](#) for ALL FOOD & BEVERAGE (including alcohol). Other than a wedding cake, the client is not allowed to supply any food or beverage.
- All deliveries, set-up, tear-down, and clean-up must be within reservation time
- Cost to be determined by caterer.
- Events are encouraged to contact Preferred Professionals prior to booking a venue.

EQUIPMENT RENTAL

- All permittees are required to use rental suppliers from [Preferred Professionals List](#)
- Cost to be determined by rental supplier.
- Certain rentals can also be coordinated and/or contracted through the caterers.

Additional Information

SECURITY DEPOSIT

- All permittees are required to pay a refundable security deposit. The amount will be refunded approximately 30 business days after the event as long as there is no damage to the property and all rules and regulations are followed.
- Violations in which part or the entire security deposit will be withheld include: entering/exiting outside of reservation time, deliveries/pick-ups outside of reservation time, unauthorized vehicles on-site and/or on the grass.

SECURITY OFFICER

- All permittees are required to have at least two (2) Chicago Park District Security Officer(s) on-site during all events.
- Cost is factored into the Personnel fee.
- You may also contract additional security officers if you would like additional security to help keep your event private.

INSURANCE

- The Chicago Park District requires any individual or group hosting an event on Chicago Park District property to obtain General Liability Insurance in the amount of \$1M naming the Chicago Park District as Additional Insured. The Park District also requires the Endorsement issued by the insurance carrier. You may obtain this insurance from any insurance company of your choosing. Serving alcohol will require additional insurance coverage of \$2M.
- For more information, please call 773-256-0159.

ELECTRICITY

- There is limited electrical power available. Generators may be rented to meet electrical needs.
- Contact 773-256-0159 for more information.



Special Event Venues

Berger Park
 Buckingham Fountain
 Cancer Survivors Garden
 Columbus Park Refectory
 Garfield Park Conservatory
 Lincoln Park Conservatory
 North Rose Garden
 Northerly Island
 Ping Tom Memorial Park
 Promontory Point
 63rd St. Beach House
 South Shore Cultural Center
 Tiffany Celebration Garden
 WMS Clark Park Boathouse