

# Our Rentals

## Evening Package

- Rubinstein Room, Lobby, Showrooms & Garden
- Garden in-season mid Apr - Oct
- 150 guests in-season (100 seated) with tent rental, 85 guests without rental\*\*

**\$500+** Hourly Rate\*

## Oak Park Conservatory Showrooms Only

- Available 4pm - 8pm
- For private ceremonies and proposals
- Tables, chairs, and food not permitted

**\$500** 2 hour max.

## Daytime Package

- Rubinstein Room & Garden Only
- Garden in-season mid Apr - Oct
- 85 guests in-season with tent rental, 50 guests without tent\*\*

**\$300+** Hourly Rate\*

## Rubinstein Meeting Room

- Room only
- Available 8am - 11pm
- 3 hour minimum

**\$125** Res. Hourly Rate\*

**\$150** Non-Res. Hourly Rate\*

\*This hourly rate is 3-hour minimum. \$125 per hour Resident/\$150 per hour Non-Resident

\*\*Tent rental is independent of your contract with the Oak Park Conservatory and not included in cost. We can provide you with approved tent rental companies to schedule your tent rental.

615 Garfield Street Oak Park, IL 60302

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## Additional Information and Details:

- **Rental Fees and packages include the use of the facility with limited tables and chairs .**
- **Hourly rates are in addition to your base price for our packages or Rubinstein Meeting Room only.**
- **\$125 per hour Resident/ \$150 per hour Non-Resident (3-hour minimum).**
- **Rental time must include the time you, your caterer, and any other outside vendors need to set up and cleanup before/after your event.**
- **Tent rental is independent of your contract with the Oak Park Conservatory and not included in cost. We can provide you with approved tent rental companies to schedule your tent rental.**
- **Non-Profits and multi booking rentals are welcomed and subject to a discounted rate. Please remit request to Director of Oak Park Conservatory.**
- **Security Deposit of \$200 is due upon booking for all rental contracts.**
- **Full payment is due 60 days prior to your event.**

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## **PAYMENT TERMS, CHANGES, & CANCELLATIONS**

To make a rental reservation at the Oak Park Conservatory, an account within the Park District of Oak Park registration system will be created for you. Residency will be confirmed automatically for most addresses. Once your account has been created, our staff will create a contract for your event. Once you have reviewed your contract, initial & sign your contract and return to the rental coordinator. **The Conservatory requires a credit card to be saved in your account and \$200 security deposit, paid in full, at time of reservation to book your rental.** Payment for the remainder of rental fees is due 60 days prior to the start of your rental date. If payment is not received within this timeframe, your rental will be cancelled and subject to cancellation fees. If a renter needs to extend their rental times or make any additions to their rental package, you may do so up to 3 weeks prior to your rental. Additional fees must be paid at the time changes are made to your contract. Cancellations or reductions in time of a rental must be made in writing at least 60 days prior to the rental to qualify for a full refund, minus the rental deposit which is forfeited upon cancellations. Please refer to our refund policy in your contract.

**Return of Deposit:** A refund for your deposit will be issued approximately 3 weeks after the conclusion of the rental minus any costs for damages, additional staff time required for clean-up, or other miscellaneous charges. Please note, if Park District of Oak Park Rules and Regulations are not followed, police are called to the premises, or alcohol service and music has not ended by 30 minutes prior to your end time, you will forfeit your deposit. Any renter that arrives or stays beyond the scheduled time will be charged, with the renter's credit card on file, an additional amount at 1.5 times the hourly rate.

## **ROOM INFORMATION AND CAPACITY**

We can accommodate parties of various sizes depending on your needs.

- Rubinstein Room: Private indoor room with views of the Rubinstein Garden. ADA accessible. Sound System and AV system are available for all rentals as amenities. Max capacity: 50 guests
- Rubinstein Garden: Private outdoor garden with bluestone patio is available in season (April – October). Tent rental is strongly recommended for larger events. The Conservatory can supply a list of tent rental companies familiar with our garden. Tent rental must be provided through our one of our approved vendors. The Rubinstein Garden can accommodate a 20' x 20' tent. Approximate tent capacity with tables and chairs is 50 people.

## ROOM INFORMATION AND CAPACITY, CONT.

- Conservatory Lobby: Reception area that connects the Rubinstein room and the indoor Conservatory garden showrooms. The Conservatory Lobby is available after business hours as part of the evening package. The lobby makes a nice area for a cocktail reception, bar area or buffet in the evening.
- Conservatory Showrooms: There are three indoor greenhouse areas displaying different types of flora and fauna. The Mediterranean Room, Tropical Room and Desert Room provide a beautiful backdrop for your event space. Guests can have private access to these areas in the evening. The Mediterranean Room has a central stone patio that is the perfect setting for a small ceremony. Food and drink are not permitted in the Conservatory showrooms.

## FOOD AND DRINK

- All food must be provided by one of our preapproved licensed caterers or can be brought in from a restaurant or store bought. You may use your own caterer, for a \$500.00 fee, requiring approval of the Director of the Conservatory, additional paperwork and compliance with Oak Park Conservatory and Park District of Oak Park Policies.
- Our list of pre-approved caters can work with you on additional amenities such as tent rental, linens, bartender service and additional décor. Cooking is not allowed on the premises, nor homemade food. The Conservatory staff is happy to provide you with a list of our pre-approved caterers to coordinate your event.
- Any alcohol service will need to be scheduled through our list of pre-approved caters & servers. **No hard alcohol allowed: beer and wine only.** All alcohol not consumed during your rental event must be secured in the Director of Conservatory's office to be picked up the next business day after the event. All alcohol service must end 30 minutes prior to the end of your contracted time with us. No alcohol service will be permitted after 10:30pm. See the rental application for additional information regarding alcohol policies.
- Renters will need to provide their own dinnerware. We encourage the use of compostable or recyclable material.
- Table coverings are required for your event. Table coverings must be provided by the renter and are not included in the rental fees.
- Please discuss your decoration plans and the restrictions with the Oak Park Conservatory prior to your event.

**FOOD AND ALCOHOL ARE NOT PERMITTED IN THE CONSERVATORY SHOWROOMS.**

## MUSIC

Amplified music is only allowed inside the Conservatory with the doors closed. Volume is at the discretion of the Conservatory staff. Music must not be heard outside of the Conservatory. **Village of Oak Park ordinance requires all music must conclude by 10:00pm, or by 30 minutes prior to your contracted end-time with us, whichever is first.**

## PROHIBITED ACTIVITIES

All activities taking place in Park District facilities, even private rentals, are required to meet Park District guidelines and follow Park District Code (and specifically Chapter 2—Rules and Regulations Governing Uses of the Park Facilities which can be found online at [www.pdop.org](http://www.pdop.org)).

- **NO** smoking
- **NO** indoor or outdoor grilling
- **NO** loud music
- **NO** candles or open flames
- **NO** fundraising or commercial activity (accepting donations, charging admission, sale of any items, running a fee-based class, program, or event. etc.)
- **NO** gambling or any other illegal activities

## POINT OF CONTACT

**The Conservatory requires that the person making the reservation is the only point of contact for the facility staff.** This insures that all the decisions, arrangements and concerns are handled as efficiently as possible. This facility does not contract with vendors on behalf of the renter. All vendors (food, linen rental, tent rental, etc.) are the responsibility of the renter. We do not accept deliveries on behalf of renters and operate on a carry in/carry out policy.

The safety and health of the community, staff and visitors of Oak Park Conservatory is of the utmost importance. The Oak Park Conservatory follows all current restrictions both locally with the Village of Oak Park Public Health and Illinois Department of Health for events held at the Oak Park Conservatory. Please check with the Conservatory for any current restrictions before your rental date. A rental application, signed contract, and full payment are required to be successfully reserved for your rental.