

# Oak Park Conservatory 2025 Rentals

## Rubinstein Community Room

Private indoor room (800 square feet) with view of the Rubinstein Garden. ADA accessible. AV system, Sono's speakers, and screen are available as amenities.

- Availability: Year-round, 8:00A-11:00P
- Capacity: 50 people seated, 85 people for open house/cocktail reception
- Rate: \$150 per hour\*

## Greenhouse Showrooms

The historic Edwardian Conservatory greenhouse was built in 1929 and is listed on the National Registry of Historic Places. A Mediterranean Room, Tropical Room, and Desert Room provide a beautiful backdrop of flora and fauna for your event space. Guests can have private access to these areas in the evening. The Mediterranean Room has a central stone patio, the perfect setting for a small, intimate ceremony. Food and drink are not permitted in the Conservatory showrooms.

- Availability: Year-round, 4:00-8:00P
- Usage: Private ceremonies and proposals
- Capacity: Standing room only (no tables, chairs, food/beverages)
- Booking: 2-hour rental
- Fee: \$500\*

## Garden Package

Includes private use of the Rubinstein Room and Garden. A private outdoor garden with a bluestone patio surrounded by gardens is available in season (April-October). High-peak 20x20 tent is included in season.

- Availability: In-season (April-October), 8:00A-11:00P
- Capacity: 85-100 people for open house/cocktail reception, 90 people seated
- Fee: \$500 package fee + \$150 per hour\*

## Conservatory Package

Includes private use of the Rubinstein Room, grand lobby, showrooms, and garden (in-season). The showrooms are connected by the grand lobby to the Rubinstein Room and Garden. The lobby and showrooms are available after 4:00P. The lobby makes a nice area for a cocktail reception, bar area, or buffet in the evening. The Rubinstein Room and Garden provide a reception area for parties and receptions with sit-down dinner or cocktail/open-house style depending on your guest count.

- Availability: In-season (April-October) 8:00A-11:00P, Out-of-season (November-March) 8:00A-11:00P
- Capacity: 85-100 people for open house/cocktail reception, 90 people seated (in-season), 50 people seated (out-of-season)
- Fee: In-season \$800 package fee + \$150 per hour\*, Out-of-season \$600 package fee + \$150 per hour\*

*\*3-hour minimum booking is required for all packages except the Greenhouse Showrooms package. Your rental time must include the time you/your caterer needs to setup and cleanup for your event. \$300 security deposit is required for all rentals; it is refundable. Garden availability is seasonal, depending on the Oak Park Conservatory's discretion.*

**Amenities include the use of:**

- (5) 48" round tables (seats 4-6)
- (14) 8' x 30" banquet tables (seats 8-10)
- (2) 6' x 30" banquet tables
- (4) 8' x 18" narrow classroom tables
- (4) 30" highboys
- (100) stationary black chairs
- AV and Sono's sound and speaker system (Please coordinate with the Conservatory staff to test systems prior to your date)

**Payment Terms, Changes, and Cancellations**

To make a rental reservation at the Oak Park Conservatory, please submit an application to [oakparkconservatory@pdop.org](mailto:oakparkconservatory@pdop.org). Once we have received your application and confirmed availability, an account within the Park District of Oak Park registration system will be created for you. Our staff will create a contract for your event. Once you have reviewed your contract, initial and sign your contract and return to the rental coordinator. **The Conservatory requires a signed contract and a \$300 security deposit, paid in full, at the 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 time, your rental will be canceled 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.

Non-profits are welcome and eligible for a 15% discounted rate Monday-Fridays, pending approval. Additional fees must be paid at the time changes are made to your contract. Cancellations or reductions in the 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 cleanup, 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 have 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 card on file, an additional amount at 1.5 times the hourly rate.

**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 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 preapproved caterers can work with you on additional amenities such as linens, bartender service, and additional decor. Cooking is not allowed on the premises, nor homemade food. The Conservatory staff is happy to provide you with a list of our preapproved caterers to coordinate your event.

### Food and Drink (continued)

- **Any alcohol service will need to be approved by the Director of the Conservatory 30 days prior to your rental. Renters are permitted to purchase alcohol, but alcohol must be served by one of our preapproved licensed caterers/servers contracted by you for your event.** All alcohol not consumed during your rental event must be secured in the Director of the 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 10:30P. 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. One recyclable, compost, and trash reciprocal will be provided for you.
- Table coverings are required for your event. Table coverings must be provided by the renter and are not included in the rental fees. Conservatory staff will provide an approved floor plan for your event with table/chair count. Tables and chairs are set up prior to your rental event by Conservatory staff.
- Please discuss your decoration plans and the restrictions with the Oak Park Conservatory prior to your event. Decor must be approved, before the event, by the Oak Park Conservatory.
- **FOOD AND ALCOHOL ARE NOT PERMITTED IN THE CONSERVATORY SHOWROOMS.**

### Music

As the Oak Park Conservatory is located in a residential neighborhood, reasonable amplified music is allowed inside the Conservatory. 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 building. **Village of Oak Park ordinance requires all music must conclude by 10:00P, or by 30 minutes prior to your contracted end-time with us, whichever is first. The Oak Park Conservatory retains the right to control volume and end music should any of these limitations be violated.**

### 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 <https://pdop.org/park-rules/>).

- **NO** smoking/vaping on the Conservatory grounds
- **NO** indoor or outdoor grilling
- **NO** loud music
- **NO** permittance in the plant beds
- **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

### Personal Property

The Oak Park Conservatory is not responsible for personal items left before, during, or after an event. Please ensure all items are taken with you after your event.

### **Outside Vendors and Certificate of Liability Insurance Requirements**

Any external vendors - such as photographers, DJs, musicians, entertainers, event staff, caterers, servers, and others - may need to provide a Certificate of Liability Insurance with the Oak Park Conservatory/Park District of Oak Park listed as additionally insured. As the renter, you must submit this Certificate of Liability Insurance to the Oak Park Conservatory for approval at least 30 days before your rental date.

### **Point of Contact**

**The Conservatory requires that the person making the reservation is the only point of contact for the facility staff.** This ensures 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.