



616 Garfield Street, Oak Park, IL 60304
 (708) 725-2400 | oakparkconservatory@pdop.org

RENTAL APPLICATION

Client/ Name(s): _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Email Address: _____

Requested Date & Type of Event: _____

Set-Up Time: _____ Event Starts: _____ Event Ends: _____ Estimated Guest Count: _____

Please read all information carefully before signing and initialing.

RENTAL PACKAGES & FEES

Available rental times are 8:00A-11:00P; Lobby & Greenhouse private use begins at 4:00P.

***Your rental time must include the time you/your caterer need for deliveries, set up, and clean up for your event.**

PACKAGE	CAPACITY	PRICE	Mark Selection <i>Indicate total hours if necessary</i>
Rubinstein Room	50 seated or 85 open house/cocktail	\$150 per hour (3 hours minimum)	_____
Garden Package Rubinstein Room & Garden (April – October)	85-100 seated	\$1,200 (4-hour rental)	_____
Conservatory Package, In Season Rubinstein Room, Garden, Lobby, & Greenhouses	85-100 seated	\$1,500 (4-hour rental)	_____
Conservatory Package, Off Season Rubinstein Room, Lobby, & Greenhouses	50 seated or 85 open house/cocktail	\$1,200 (4-hour rental)	_____
Ceremony Only* Garden <i>or</i> Greenhouses	50 in garden 30 in greenhouses	\$600	_____
ADDITIONAL FEES			
Additional Time per Hour		\$150 per hour	_____
Mini Succulent Favors		\$3 per plant	_____
Outside Caterer Fee		\$500	_____
Reservation and Security Deposit		\$300	_____

**Ceremony Only packages are a 2-hour rental after 4:00P. Ceremony Only includes chairs only in the garden. Greenhouses are standing room only. No food/drink allowed for ceremony only package.*



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EVENT DETAILS

Food Service

- No food
- Restaurant / Grocery drop-off
- Using Conservatory approved caterer
- Requesting outside caterer approval
(\$500 approval fee applies if approved)

Alcohol Service

- No alcohol
- Beer / Wine
- Full bar *(no hard shots or THC/cannabis infused beverages permitted)*

Acknowledgment:

- I understand alcohol service must be approved by the Oak Park Conservatory at least 30 days prior to event and may only be served by a licensed bartender approved by the Conservatory.

Point of Contact

- I understand that the applicant listed on this application will serve as the primary point of contact for the Oak Park Conservatory. All event communication, approvals, changes, and coordination with Conservatory staff must be made through the applicant unless otherwise authorized by the Conservatory.

Accessibility/Accommodation Requests

Please describe any accessibility needs for guests, vendors, or event participants: _____

Applicant Certification Statement

I certify that the information provided is accurate and understand that approval is subject to review and compliance with the Oak Park Conservatory rental regulations and Park District of Oak Park policies. Submission does not guarantee approval or reservation.

Signature of Applicant

Printed Name

Date

Please email your completed application to oakparkconservatory@pdop.org. All rental rates, fees, and policies are subject to change without notice. The most current pricing will be confirmed at the time of booking and reflected in the signed rental agreement.