



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

## Oak Park Conservatory Rental Information Guide

### Venue Overview:

Plan your next party, special event, memorial service, or corporate gathering at the Oak Park Conservatory. The Oak Park Conservatory is a spectacular site for hosting smaller events of up to 100 people in a unique setting. The Conservatory showrooms, Rubinstein Community Room, Rubinstein Garden, and other spaces within the facility are available to rent. In the outdoor season, we offer a beautiful garden patio space that can accommodate a large tent.

### 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
<b>Rubinstein Room</b>	50 seated or 85 open house/cocktail	\$150 per hour (3 hours minimum)
<b>Garden Package</b> Rubinstein Room & Garden (April – October)	85-100 seated	\$1,200 (4-hour rental)
<b>Conservatory Package, In Season</b> Rubinstein Room, Garden, Lobby, & Greenhouses	85-100 seated	\$1,500 (4-hour rental)
<b>Conservatory Package, Off Season</b> Rubinstein Room, Lobby, & Greenhouses	50 seated or 85 open house/cocktail	\$1,200 (4-hour rental)
<b>Ceremony Only*</b> Garden <i>or</i> Greenhouses	50 in garden 30 in greenhouses	\$600
<b>ADDITIONAL FEES</b>		
Additional Time per Hour		\$150 per hour
Mini Succulent Favors		\$3 per plant
Outside Catering 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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### **Included Amenities:**

- (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
- (10) 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)

### **Please review carefully before applying:**

- Food must be from our approved catering list, from a restaurant, or store-bought. (No homemade food)
- Alcohol requires Conservatory approval 30+ days in advance.
- Alcohol must be served by Conservatory-approved licensed bartenders only. (No self-service)
- No hard shots or THC/cannabis infused beverages.
- No food or alcohol permitted in greenhouse showrooms.
- Music must remain indoors with doors closed and end by 10:00P.
- No candles, open flames, sparklers, glitter, confetti, rice, or birdseed.
- No smoking/vaping anywhere on Conservatory grounds.
- No commercial activity, fundraising, or admission-based events.
- No decorating in greenhouse showrooms.
- Outside vendors may be required to provide insurance documentation.
- Applicant is the sole point of contact for all event coordination.

### **How to Reserve:**

To reserve the Oak Park Conservatory for your private event, please submit an application, available on our website at [oakparkconservatory.org](http://oakparkconservatory.org). Once your application has been received, a staff member will follow up to confirm the details of your rental. A formal contract will then be prepared for your event. Once the signed contract has been returned, a \$300 reservation and security deposit will be required to secure your reservation. Please note that the deposit is non-refundable in the event of cancellation. The remaining balance for your rental is due 60 days prior to your event date. After the final payment has been received, our staff will contact you to review the final details of your rental and ensure everything is in place for your event.

*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.*