



Park District of Oak Park  
615 Garfield Street Oak Park, IL 60302 708-725-2400  
oakparkconservatory.org

## Private Rental Options 2020/2021 Rates

### **Evening Package:** 4pm – 11pm

#### ***Entire Conservatory: Rubinstein room, Garden, Lobby & Showrooms***

Base Price \$450 + Hourly rate (3-hour minimum) Private use of the Rubinstein Room, Lobby, Showrooms & Garden (in season mid-April – October)

150 guests in season with tent rental/85 guests without tent rental

### **Daytime Package:** 8am-4pm

#### ***Rubinstein Room & Garden only***

Base Price \$250 + Hourly Rate (3-hour minimum) Private use of the Rubinstein Room & Garden (in season mid-April – October)

100 guests in season with tent rental/50 guests without rent rental

### **Rubinstein Room Only:** 8am-11pm

Hourly Rate (3-hour minimum)

\$100 per hour Resident/ \$125 per hour Non Resident

50 guests

### **Oak Park Conservatory Showrooms Only:** 4pm-8pm

\$450 (2-hour maximum rental)

For private ceremonies, proposals etc... No tables/chairs or food allowed.

25 guests



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## **Hourly Rental Rates for Packages & Meeting Room**

*Hourly rates are in addition to your base price for our packages or Rubinstein Room only.*

\$100 per hour Resident/ \$125 per hour Non Resident (3-hour minimum)

Rental time must include the time you and your caterer need to set up and cleanup before & after your event.

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 \$100 is due upon booking for all rental contracts.

Full payment is due 30 days prior to your event.

## **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 SmartRec by Amilia 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 Director of Oak Park Conservatory. The Conservatory requires a credit card and \$100 security deposit, paid in full, at time of reservation to book your rental. Payment for the remainder of rental fees is due 1 month 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 1 month 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 30 days prior the rental in order to qualify for a refund. Please refer to our refund policy on 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. Any renter that arrives or stays beyond the scheduled time will be charged an additional amount at 1.5 times the hourly rate. The option of staying later than the scheduled time is subject to the availability of both the facility and the staff.



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## 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. Attached kitchenette facilities. ADA accessible. Sound System and AV system rental available for an additional fee. Max capacity: 50 guests
- **Rubinstein Garden:** Private outdoor garden with bluestone patio & fountain is available in season (April – October). Tent rental is strongly recommended for larger events through one of our approved tent rental companies. The Conservatory can supply a list of tent rental companies familiar with our garden. The Rubinstein Garden can accommodate a 20' x 20' tent. Approximate tent capacity with tables and chairs is 50 people
- **Conservatory Lobby:** Reception area that connects the Rubinstein room and the indoor Conservatory garden showrooms. The Conservatory Lobby can be used for a cocktail reception, bar area or buffet in the evening after 4pm.
- **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 after 4pm. The Mediterranean Room has a central stone patio that is the perfect setting for a small ceremony.

## 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.
- 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 permitted on the premises, nor homemade food.
- **Alcohol service request will need to be submitted in writing to the Conservatory Director 30 days before your event for approval.** Please submit requests to [patti.staley@pdop.org](mailto:patti.staley@pdop.org). **Alcohol service** will need to be scheduled through our list of pre-approved licensed bartenders that hold a current Village of Oak Park liquor license at the time of your event.  
**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.**
- Kitchen use is available upon request for your caterer and included in the rental fee. Use includes available space within the refrigerator/freezer, countertop, microwave (if available), stovetop, oven, and sink. Stovetops and ovens should only be used to reheat food. As with the rest of the facility, the kitchen must be left in the same condition it was found prior to rental.
- Renters will need to provide their own dinnerware. We encourage the use of compostable or recyclable material.



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- 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. All music must end 30 minutes prior to the end of your contract.

### **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](#)).

- **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

### **PARKING AND TRANSPORTATION**

Guest parking is available on the street. ADA accessible parking spaces are available on Clarence Street and entrance ramps are adjacent to them.

**Train:** The nearest CTA stop is the Blue Line, Oak Park stop. Use the East Ave exit from the train station.

### **MAKING A RESERVATION**

#### **Contact our rental consultants**

The Conservatory staff recognizes that every event is unique. To begin planning your special event, call during business hours, 10am - 4pm, Tuesday through Sunday, (708) 725-2400.

### **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 of 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.