



Birthday Party Information

Days & Times

- Parties can be booked year-round on select Saturdays and Sundays.
- Saturdays, 10am-12pm, and 1-3pm; and Sundays, 1-3pm

Cost & Capacity

- \$275 residents/\$295 non-residents for up to 10 children.
- The cost is \$10 for each additional child (up to 20 children maximum).
- Total party number must be finalized the Tuesday prior to the event by noon. The total number of participants cannot increase after this time. Extra children will NOT be allowed to participate the day of the event.

Ages

- Parties are geared towards children turning ages 4- 6 or 7-10 years old.

Booking Process

- Call (708) 725-2400 to book your party, or go online at www.pdop.org, or in person at the Oak Park Conservatory, Gymnastics and Recreation Center or Ridgeland Common Recreational Complex.
- Parties must be booked a minimum of three weeks in advance.
- The entire payment is due upon booking.

Cancellation Policy

- You may cancel or change the date of your party up two weeks prior to the date of the party.
- Cancellations that occur at least two weeks prior to the event receive a refund of half the cost of the party. Within two weeks of the event, no refund is available.
- Rescheduling must occur 2 weeks prior to the event. Due to limited space and time, there are no rescheduling guarantees. With less than 2 weeks prior to the party, no rescheduling is available.

What the Conservatory Provides

- A fun, educational, nature-themed birthday party and all materials, including games, crafts and a take-home favor for each party guest. Staff will guide the guests through activities for the first hour of the party. The guests will visit the Conservatory display houses and Discovery Garden (weather dependent).
- Private use of our Rubinstein room for the second hour of the party.
- A staff person to assist in serving cake and in clean-up. Staff will help with client load-in and load-out, but additional decorations must be set up by the client.
- Table coverings are provided.

What the Client Provides

- Two chaperones minimum; one chaperone should be available to serve as a greeter to guests at the party.
- Dessert, beverages, food and paper goods (cups, plates, napkins, and plasticware), candles (if desired), invitations, and additional decorations (if desired). Access to the party room 15 minutes prior for additional decorating is allowed. *Note: Glitter and confetti are not allowed.*

Note: Due to licensing and insurance requirements, only store purchased food may be brought in to serve guests. Guests are not permitted to cook on premises, nor to serve home-made food product. All food must be provided by a licensed food handler or store bought.

The Conservatory staff is happy to provide you with a list of pre-approved caterers, as well as vendors for drop-off food service, bar, linen, and tableware. All vendors are required to provide Certificate of General Liability and/or Liquor Liability (where applicable) for at least \$1,000,000 and listing the Park District of Oak Park and the Oak Park Conservatory as additional insured and certificate holder.

