

GARFIELD PARK CONSERVATORY ALLIANCE
300 North Central Park Avenue
Chicago, Illinois 60624-1945



Inspired events



Horticulture Hall



The Garfield Park Conservatory

Wondrous spaces for inspiration

Imagine a place filled with light and greenery and flowers. Where your guests enter through a forest of ferns and towering palm trees. Weaving their way around exotic blossoms, serenaded by splashing fountains, they'll reach their destination. An inspired event at the Garfield Park Conservatory.

Whether you're planning a huge corporate gala, a small meeting or a memorable private event, the Conservatory has spaces that can accommodate your vision and your guest list. And remember, the entire Conservatory is available after 5 p.m.—so your attendees can wander through exhibits and enjoy this “garden under glass” to the fullest, even in the coldest weather.



photos on pages 1-6 courtesy of: Gene Pierson, Brian Kinyon and BluePlate Catering



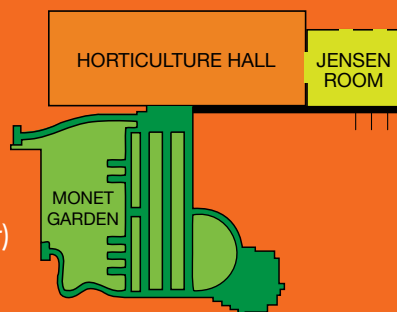
Horticulture Hall

It's a soaring space of glass and steel, festooned with flowers and greenery—this is Horticulture Hall, a gorgeous space. Combined with the adjoining Jensen Room, the Hall can accommodate up to 300 seated guests. You can take your guests outdoors as well, because the Hall includes the adjoining Monet Garden. This beautiful outdoor area is a colorful re-creation of the famous painter's favorite gardenscapes.



Horticulture Hall with
the Jensen Room
4,968 square feet, 169' x 30'
Seats 300 theatre or banquet;
450 cocktail

Monet Gardens (adjoining outdoor)
500 square feet; 100' x 50'
Seats 100 banquet; 250 cocktail

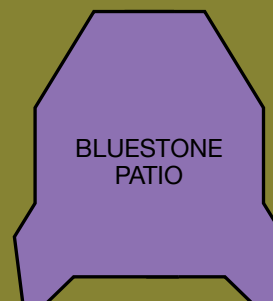


Bluestone Patio

Our Bluestone Patio, framed by flowers of the season, looks out onto the wide green expanse of The Conservatory's Great Lawn. This beautiful and verdant outdoor venue is perfect for cocktail parties, wedding ceremonies and elegant dinners—even dancing under the stars for 500.



Blue Stone Patio
xxxx square feet,
Seats 500 theatre
or banquet;
750 cocktail
For information on
Great Lawn specs,
please call



Go green at the Conservatory.

In a world where environmental responsibility is becoming more important, Garfield Park Conservatory is proud to offer entirely green events. Our spaces are, of course, uniquely suited to environmental appreciation and education. But more importantly, your entire event, from the menu to the tableware can be earth-friendly and energy efficient. Please ask for more information. Because what better way to go green than in a place that already is.



Green is delicious at the Garfield Park Conservatory. We have catering partners that can create organic and earth-friendly menus that will delight the eye and tempt the palate.

Meeting Rooms

The Garfield Park Conservatory isn't just for gala events. It can also be an inspiring meeting location. Great ideas come from great settings—and the Jensen Room, filled with light and fragrance of flowers, is the perfect place for productive thinking. Or choose the Community Room, a very cost-effective option for any gathering. Either way, rooms can be tailored to the needs of your group. And the serenity and inspiration of the Conservatory itself are never far away.



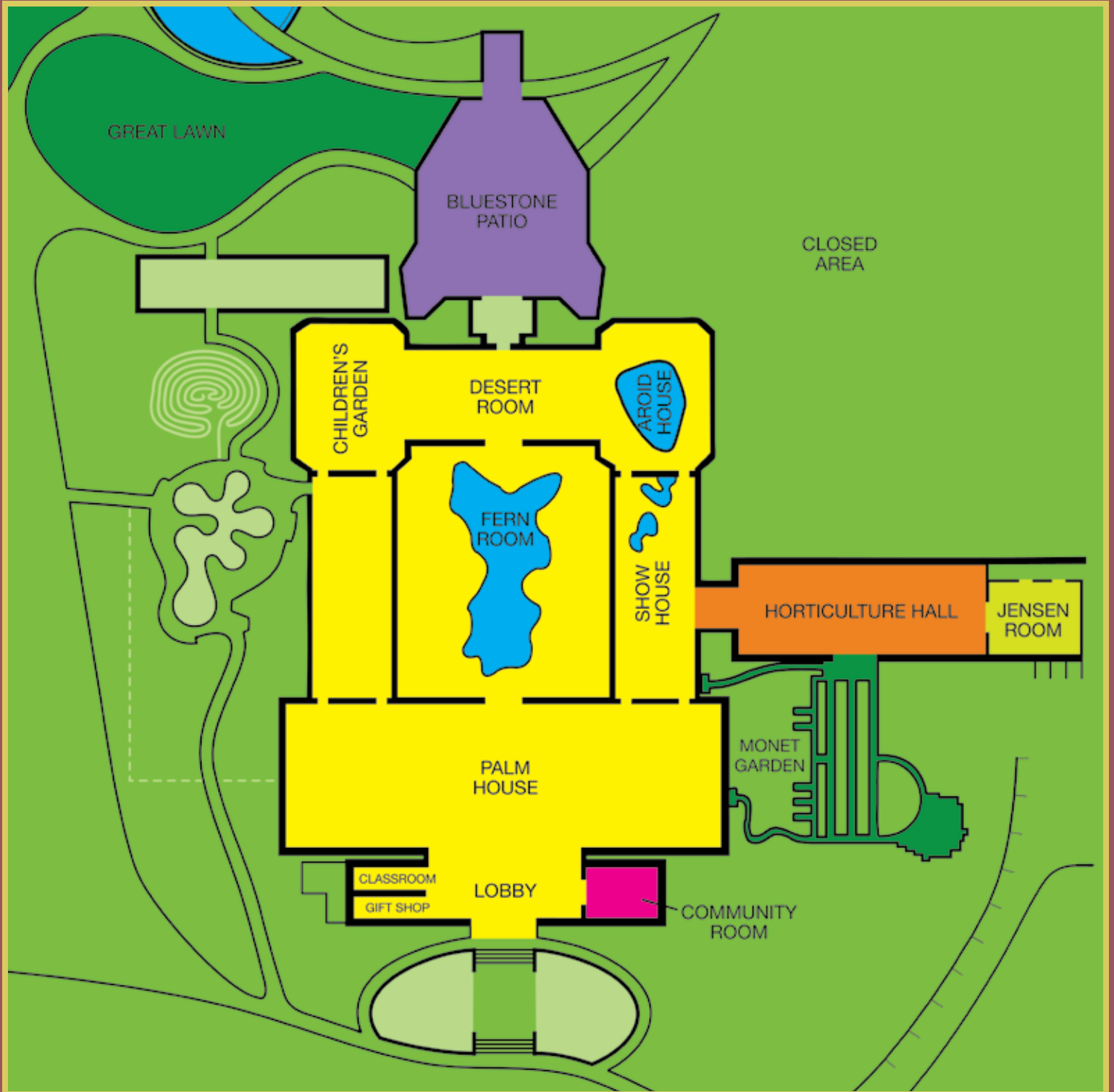
Jensen Room
1,728 square feet, 48' x 36'
Seats 150 theatre; 100 banquet;
150 cocktail



Community Room
1,600 square feet, 40' x 40'
Seats 150 theatre; 72 banquet
and 150 cocktail

Conservatory Site Plan

The Conservatory offers the ultimate in space flexibility. As you can see from this Site Plan, spaces can be intimate or combined for bigger gatherings. Almost any evening event can include private access to the entire Conservatory, including all plant “houses” shown below. And we’re convenient. The Conservatory is adjacent to the Green El Line and a 15-minute cab ride from downtown. Major highways are nearby and we offer secure, attended parking.



Garfield Park Conservatory Room Rates

(Fees do not include catering or furnishings.)

Room	Private Events/Not For Profit		Corporate Events	
Horticulture Hall, Jensen Room and Monet Garden	M- Thur.	\$1,500.	M- Sun.	\$3,000.
	Fri.	\$2,000.		
	Sat.	\$2,500.		
	Sun.	\$2,000.		
Jensen Room (only) (rates listed are for 4 hours— \$50/hr thereafter)	M- Thur.	\$300.	M- Sun.	\$750.
	Fri.*	\$350.		
	Sat.*	\$400.		
	Sun.*	\$350.		
Community Room (3 hour minimum)	\$30 per hour		\$100 per hour	
Blue Stone Patio OR Market Area	M- Thur.	\$1,500.	M- Sun.	\$3,000.
	Fri.	\$2,000.		
	Sat.	\$2,500.		
	Sun.	\$2,000.		
Entire Site (includes public spaces)	M- Thur.	\$2,500	M- Sun.	\$4,000.
	Fri.	\$3,000.		
	Sat.	\$3,500.		
	Sun.	\$3,000.		

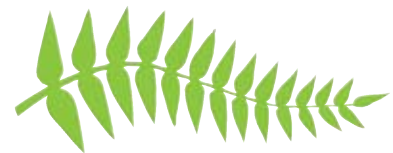
Garfield Park Conservatory Rental Hours:

(on all spaces except Community Room and Jensen Room, which are available for daytime use)

4 p.m. to 6 p.m.: set-up

6 p.m. to 10 p.m.: event

10 p.m. to 11 p.m. cleanup; all events must conclude by 11 p.m.



Additional Hours Info:

All events must conclude by 11 p.m. If you go beyond the approved hours for your event, there is an additional cost of \$500 per hour for any event.

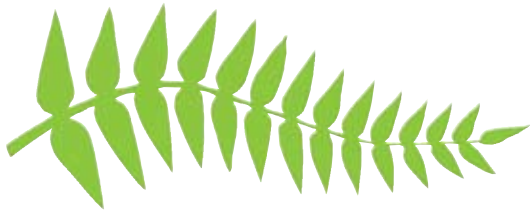
*On this day, if the Jensen Room is booked for a daytime event, no booking is allowed after 3 p.m.

Room Capacities

	Sq. Feet	Measurements	Height	Theater	Banquet	Cocktail
Horticulture Hall	4,968	169' x 30'	15'	200	200	300
Monet Garden	500	100' x 50'	Outside		100	250
Jensen Room	1,728	48' x 36'	15'	150	100	150
Community Room	1,600	40' x 40'	20'	150	72	150

Capacity figured on an approximate 9 square feet / person ratio. These numbers do not take into account space gained from using the Fern Room, Show House, Palm House, Sweet House, Desert House, or Aroid House pathways. The measurements include the restricted areas.

**To make your reservation please contact:
Joan Colon at 312-746-5250 or
Joan.colon@chicagoparkdistrict.com**



Rental Policies and Additional Information

Catering

The costs in the price sheet do not include catering. The Conservatory works exclusively with the excellent caterers listed on this site. Cost is determined by the caterer. Donated food and cash bars are prohibited.

Furnishings, decor and rentals

One of the lovely things about holding your event at the Conservatory is that every aspect of the decor can reflect your unique vision. A listing of approved rental suppliers is included below. We have approved suppliers for everything from tents to tables to linens, all of whom are familiar with the design opportunities the Conservatory offers. Chairs and tables are available for use in the Jensen Room and Community Room, though you are responsible for the unstacking and stacking of furnishings.

Set Up and Clean Up

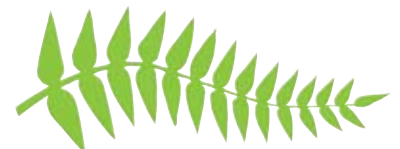
Please note that the Conservatory does not do set-up or clean-up—this is the sole responsibility of the client.

Security

You are required to use the Chicago Park District Security. The Garfield Park Conservatory requires a minimum of three guards for evening rental. Security is \$25 per hour per guard

Deposit Policy

An Event booking is not secure until an executed Permit Agreement and non-refundable deposit is received by the CPD. The total non-refundable Room Permit Fee is due upon execution of the Permit Agreement for Events under \$250. The CPD deposit policy for an Indoor Special Use Site, upon execution of the Permit Agreement, is a minimum non-refundable deposit of \$250 or 50% of the Room Permit Fee whichever is greater. The remaining deposit for Room Permit Fees, CPD reimbursements (expenses) and Security Deposits are due no less than sixty (60) days prior to the Event. The Security Deposit for an indoor Special Use Site is the Room Permit Fee up to a maximum of \$500.



Conservatory Catering Services and Rental Suppliers Exhibit B

Artistic Events by Carlyn Berghoff

17 W. Adams St.
Chicago, IL 60603
(312) 408-0200 phone (312) 427-6549 fax
www.carlynberghoffcatering.com

Be My Guest Events

Susan Carroll
1936 W. Race
Chicago, IL 60622
(312) 850-2800 phone (312) 850-3200 fax
www.bemyguestcatering.com
bmgevents@earthlink.net

Blue Plate Chicago

1061 W. Van Buren
Chicago, IL 60607
(312) 377-0933 phone (312) 421-6669 fax
www.bluplatechicago.com

C'est Si Bon!, LTD

Renee Bradford
5225 S. Harper Ave.
Chicago, IL 60615
(773) 526-2600 phone (773) 363-4138 fax
www.cestsiboncatering.com

Conn's Catering

Brent Conn
1535 W. Devon Ave.
Chicago, IL 60660
(773) 262-2666 (phone) (773) 262-0204 (fax)
www.connscatering.com
info@connscatering.com

Fanfares by Faye

Faye Watson
742 E. 95th St.
Chicago, IL 60619
(773) 568-4437 phone (773) 568-4473 fax

Food For Thought

7001 Ridgeway
Lincolnwood, IL 60712
(847) 982-2608 phone (847) 982-0884 fax
www.foodforthought-chicago.com
info@foodforthought-chicago.com

Gaper's Caterers

435 N. LaSalle St., Suite 204
Chicago, IL 60610
(312) 787-5173 phone (312) 787-5176 fax
www.culinaryenterprises.com

George Jewell Catering Service

George Jewell
424 N. Wood St.
Chicago, IL 60622
(312) 829-3663 phone (312) 829-9791 fax
www.gjcatering.com

Greg Christian Catering and Events

1103 W. Grand
Chicago, IL 60622
(312) 666-4466 phone (312) 275-6806 fax
www.gregchristian.com

Limelight Catering

2000 N. Racine Ave.
Chicago, IL 60614
(773) 883-3080 phone (773) 883-3090 fax

Catering and Special Events by Phil Stefani

Tom Kokinakos
1300 W. Hubbard Street
Chicago, IL 60622
(312) 226-7611 phone (312) 226-7671 fax
www.stefanicatering.com
tom@stefanigroup.com

Exhibit B (cont.)

Pierre's Catering

Pierre Montgomery
2255 E. 75th St.
Chicago, IL 60649
(773) 768-6677 phone (773) 768-4070 fax

Prime Food Caterers

Robert Finnegan
5463 W. North Ave.
Chicago, IL 60639
(773) 637-1898 phone (773) 637-1895 fax
primefoodcaters@aol.com

Regency Caterers by Hyatt

151 E. Wacker Dr.
Chicago, IL 60601
(312) 616-6981 phone (312) 239-4701 fax
www.chicagoregency.hyatt.com

Taste America Catering

Jim Boardman
455 City Front Plaza Dr.
Chicago, IL 60611
(312) 644-0606 phone (312) 644-0505 fax
www.tasteamerica.net
jboardman@tasteamerica.net

Wolfgang Puck Catering

520 Dearborn St.
Chicago, IL 60610
(312) 799-3502 phone
(312) 617-3709 cel (312) 799-3536 fax
www.wolfgangpuck.com

Approved Rental Suppliers

AAA Rental System

312-666-2100

Braun Event & Tent Rental

630-458-5800

Chicago Party Rental

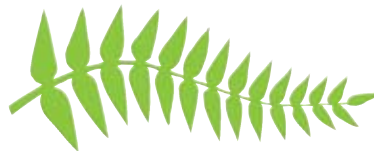
800-322-5868

Hall's Rental Services, Inc.

847-929-2222

HDO Productions

847-564-1700



To make your reservation please contact:
Joan Colon at 312-746-5250 or
joan.colon@chicagoparkdistrict.com

Frequently Asked Questions

May I bring my own caterer?

You may choose from our list of exceptional caterers.

Can I bring in my own alcohol?

Your caterer must provide and serve all alcohol.

What other event services can I bring in?

Please feel free to select your baker, florist, entertainment and décor. We do ask you advise us of your selected vendors so we may be sure they carry appropriate insurance.

Do I need liability insurance?

Yes. Please ask your CPD Designee how to obtain this.

Do I need security?

Yes, you are required to use the Chicago Park District security. The GPC requires a minimum of three guards for evening rental. Security is \$25 per hour per guard.

Do you have a bridal room?

Yes. The Community Room is used as a bridal room if you rent the entire site you have access to this room. If you are only renting Horticulture Hall, this room can be added for \$200.

How many weddings does the Conservatory host a year?

We host approximately 60-75 weddings each year.

Is there free parking?

Convenient free parking is available in the lot adjacent to the Conservatory.

Can I get unique keepsakes to mark my event at the Conservatory?

If you are looking for unique gifts to complement your event, whether it's a wedding party, shower favors or a corporate incentive, the Conservatory Gift Shop is a natural! We can help you find beautiful mementos for any occasion that your guests will treasure.

Which spaces/rooms are most appropriate for my event?

We suggest Horticulture Hall (perhaps in conjunction with the Monet Gardens and Jensen Room), the Blue Stone Patio or the entire Conservatory for the following large events

- Weddings (both the ceremony and the reception)
- Fundraisers
- Holiday parties
- Corporate parties
- Memorial services

The Jensen Room or the Community Room are appropriate for smaller events, like:

- Birthday parties
- Bridal showers
- Baby showers
- Meetings and retreats

To make your reservation please contact: Joan Colon at 312-746-5250 or Joan.colon@chicagoparkdistrict.com

Garfield Park Conservatory Set-Up and Breakdown Policies



- There are no carts or dollies available and renters or caterers must supply their own means of transporting materials inside the Conservatory.
- For the Jensen Room all unloading should happen at our loading dock area. Do not pull vehicles all the way in and close door behind you (even in the cold months); all other vendors should do the same for drop offs and pick ups. Close door when not in use. For the Community Room, all unloading should happen at the main entrance.
- For daytime rentals, all trash at the end of your event needs to be in the receptacles. For evening events, the caterers need to take trash with them.
- The client is responsible for un-stacking and re-stacking the tables and chairs if they choose to use the current inventory. If it is an evening event, the caterer can perform this service for you.
- No balloons or confetti of any kind is allowed. Nothing is allowed in plant beds or trees (like lanterns) and candles must be in some type of holder.

The Chicago Park District (CPD) Garfield Park Conservatory Special Use Site – Indoor Policies and Procedures

Exhibit A

Special Events – CPD Designee

A CPD Designee will work closely with the permittee to ensure that the Event proceeds smoothly. Signed contracts, copies of insurance certificates, building permits, and any other necessary paperwork must be on file with the Designee (1) week prior to the Event.

Catering – Exclusive Caterers

To insure the success of the Event the CPD will provide a list of exclusive caterers who are trained in the policies and procedures of the CPD. All of our exclusive caterers are fully licensed by the city and state. They have provided current certificates of insurance to the Risk Management Department of the CPD. The caterer provides all personnel, materials, and supplies required in the preparation of food, alcoholic and non-alcoholic beverages, and the beverages themselves. Space is provided as available for food preparation. Donated food is prohibited. Cash bars are prohibited.

Rentals

Rentals of tents, tables, chairs, staging, catering equipment, plates, dinnerware, etc. must be rented from our exclusive vendor list for any Event. Tents 240 square feet or larger require a building permit from the Dept. of Buildings. A limited number of tables and chairs are available from the CPD and are subject to availability.

Exhibit A (cont.)

Planning and Set-up

A final layout must be submitted to the CPD Designee for approval (1) month prior to the Event. If extensive or unusual or special set-up is required, it must not interfere with other site activities and must be arranged with the CPD Designee. A final walkthrough by the caterer, CPD Designee and permittee must occur no later than (1) week prior to the Event to finalize arrangements. The Conservatory Staff does not do set-up or cleanup—this is the sole responsibility of the client.

- The Garfield Park Conservatory plant display and art exhibitions continually change and evolve. Due to exhibition needs, the look of event spaces may change. We reserve the right to alter any and all spaces.
- We do not have a business center so all copies and office supplies that you may need should be brought with you. We are unable to provide access to a copier and/or office equipment.

Electrical Needs

Electrical power at the Indoor Special Use Site is limited. The CPD Designee can show locations of electrical outlets. A detailed electrical plan must be submitted to the CPD Designee at least (1) week prior to the Event. The CPD Designee can coordinate the use of CPD electricians for an event if necessary. This must be coordinated at least (2) weeks prior to the Event and charges will incur.

Lighting

If decorative lighting is to be used, a detailed plan must be submitted to the CPD Designee at least (2) weeks prior to the Event for review. No open flames are permitted within an Indoor Special Use Site. Votive lights and enclosed candles are acceptable for use on tables.

Deliveries

CPD employees may not accept deliveries. All equipment or rentals must be delivered on the day of the Event and must be removed within (1) hour following the Event. Unless otherwise permitted by the CPD Designee, there are no exceptions. The Permittee is responsible for receiving deliveries for the Event including transporting and securing items within the Indoor Special Use Site.

Cooking Equipment

Chafing dishes, metal hotboxes, and sterno may be used in the Indoor Special Use Site for food heating. Prior to use, the CPD Designee must approve any other cooking equipment. All cooking equipment must be accompanied by an ABC fire extinguisher located in the immediate area of cooking. Exterior doors must be closed whenever grilling outside at an Indoor Special Use Site. Coals must be disposed of in a manner approved by the CPD Designee.

Housekeeping

The Indoor Special Use Site will be clean and ready for set-up for the permitted event. The caterer is responsible for cleaning of food preparation areas and food service cleanup during and after an event.

Exhibit A (cont.)

Insurance

Certificates of insurance are required and must show the Permittee as insured and CPD as additionally insured for the date(s) of the Event. CPD Risk Management may approve Permittee insurance provided it has a Best's rating of no less than A:VII and the CPD is listed as additionally insured. CPD Risk Management and the Region Manager must review any event with projected attendance over 500.

Indoor Special Use Site

Any Indoor Special Use Site is a smoke free facility. Permittee shall enforce this policy. The CPD reserves the right to approve or disapprove any entertainment offered at an Event to ensure that the nature of the gathering is consistent with the CPD's mission. The name and type of entertainment must be provided to the CPD Designee at least (30) days in advance of the Event. All amplified sound is subject to the City of Chicago Noise Ordinance (11-4-1100).

The CPD prohibits any form of gambling activity, firearms, and live animals. The CPD Designee must approve use of any automobile, vending, distribution of pamphlets, smoke, lasers or any equipment to be hung from any surface. Nothing may be hung or suspended from any tree or shrub.

Security

You are required to use the Chicago Park District Security. The Garfield Park Conservatory requires a minimum of three guards for evening rental. Security is \$25 per hour per guard.

Banners/Decorations

The CPD must approve the display of corporate, sponsor, Event identity logo's or banners. Upon approval, banners may be displayed only within the permitted area and secured on Permittee provided equipment. No nails, hooks or tape of any kind may be used to display banners. Any decorations to be used must be approved by the CPD Designee. The Permittee must remove all decorations brought in by the Permittee. Balloons, glitter, and confetti are prohibited in an Indoor Special Use Site. If approved, any decorations to be hung, suspended or posted by Permittee must be placed at a height reachable with a six (6) foot ladder. Anything that is decorative or an integral part of the interior or exterior of the site cannot be removed such as plants or flags.

General/Deposit Policy

Certificates of insurance from Permittee and Permittee vendor must be on file with the CPD Department of Risk Management. The CPD must be listed as additionally insured on all certificates of insurance. Failure to comply with the conditions of this Permit Agreement or misrepresentation of any of the disclosures shall result in the immediate cancellation of the Permit Agreement. The Permittee shall waive any claims against the CPD for damages arising from such cancellations. All fees and costs associated with an Event will be the responsibility of Permittee or sponsoring organization. The Permittee or Event sponsor is also responsible for any damages to the Indoor Special Use Site. The permit holder agrees to pay for any costs or attorney fees associated with defending or enforcing any provisions or rights under this Permit Agreement. An Event booking is not secured until an executed

cont.

Exhibit A (cont.)

Permit Agreement and non-refundable deposit is received by the CPD. The non-refundable deposit is a minimum of \$250.00 or 50% of the Permit Fee whichever is greater. Any remaining Permit Fee and estimated expenses are due 60 days prior to the Event. The Security Deposit for an Indoor Special Use Site is the Room Permit Fee up to a maximum of \$500.00. All Permittees are required to comply with all conditions of the Permit Agreement. No significant increase in the number of attendees or any material aspect of this Event shall be changed less than (30) days prior to the Event without the consent of the CPD Designee. Failure to comply with the above conditions may result in termination of the Permit Agreement. The CPD reserves the right to close access to the Event should the attendance reach site capacity. The CPD may permit the use of other spaces within the Indoor Special Use Site during the permitted Event. An additional Permit Fee may be charged should the Permittee request additional use of the Indoor Special Use Site. The CPD is not responsible for any equipment or supplies left on the premises after the event. Permittee shall not transmit a description of any portion of the Event by means of radio broadcasting or television without first receiving written permission from the CPD Designee. The CPD reserves the right to reject any person or persons from the Premises, and upon exercise of this right by the CPD Designee, its representative or agents, the Permittee hereby waives any right and all claims for damages against the CPD its agents or employees. The CPD will reserve the right to disapprove the use of any subcontractor used for any component of the Event.

Parking

Parking may be available at an Indoor Special Use Site at no charge. Neither the Permittee nor any person attending an Event may park on the grass, service roads or athletic fields. Vehicles are prohibited within the Indoor Special Use Site. Failure to comply with this provision forfeits the Security Deposit.

Printed Materials

The content of all printed materials including promotional material, press releases, electronic copy and radio advertisements must be submitted to the CPD Designee for review before being printed. Any violation can result in cancellation of the event. All photographs of CPD property to be submitted for publication must be approved by the CPD. Permittee may not place the CPD telephone number on any written material without prior written consent of the CPD Designee.

Damage

The Permittee will be responsible for damage including repairs or replacement costs to equipment, furniture, or related items in or around the Indoor Special Use Site caused by Permittee or attendees.

