

300 N. Central Park Ave.  
312.746.5250

## Garfield Park Conservatory



*Last Updated March 20, 2018*

The Garfield Park Conservatory is one of the world's largest gardens under glass.

Dense rainforest, the desert cactus, and velvety moss create the perfect backdrop for any special event.

Experience the sights and fragrances of a wide variety of flowers and plants, all in their natural settings.

Spacious rooms feature stone paths that wind through the breathtaking gardens.

With separate space dedicated to special events, seasonal décor, and a children's garden, this destination is perfect for large sit down dinner functions or smaller, less formal occasions.

### Event Spaces & Capacity

Location	Measurements	Banquet Capacity	Cocktail Capacity	Theatre Capacity
Horticulture Hall	169'x30'	200	300	200
Jensen Room	48'x36'	100	150	150
Community Room	40'x40'	72	150	150
Monet Garden	100'x50'	100	250	100

The Conservatory is open everyday to the public from 9am-5pm and Wednesdays until 8pm.

\*The Community Room is available to not-for-profit, community groups and educational groups Monday-Wednesday at no charge.

\*Reservations are accepted on a first come first served basis.

\*Users must be residents of the City of Chicago

\*Users may reserve the room no more than once per month and may be moved should the room be needed for a Conservatory function.



## Garfield Conservatory Rental Rates

Location	Private/Non-Profit	Corporate
Horticulture Hall, Jensen Room and Monet Garden	Mon-Thurs. \$2,500 Fri. & Sun. \$3,125 Sat. \$4,375	Mon-Sun. \$3,750
Jensen Room (Only) <i>*No bookings after 3pm</i> <i>*Rates listed are for 4 hours; \$50/hour additional</i>	Mon-Thurs. \$300 Fri. & Sun. \$350 Sat. \$400	Mon-Sun. \$750
Community Room (3-Hour Minimum) <i>*No bookings after 4pm</i>	\$50/Hour	\$100/Hour
Blue Stone Patio <u>OR</u> Market Area	Mon-Thurs. \$1,500 Fri. & Sun. \$2,000 Sat. \$2,500	Mon-Sun. \$3,000
Entire Site <i>*Includes public spaces</i> <i>*Does not include Market Area</i>	Mon-Thurs. \$3,750 Fri. & Sun. \$4,375 Sat. \$5,000	Mon-Sun. \$5,000

\*Since the Conservatory is open to the public everyday from 9am-5pm, public spaces are not available until after 5pm daily.

\*Evening rental fee includes 7-hour (4pm-6pm set-up, 6pm-10pm event, 10pm-11pm clean-up). Any event surpassing the 7 hours will be charged accordingly.

\*Additional hours are \$500/hour.

\*The Conservatory does not rent equipment.

\*The client is responsible for un-stacking and restacking the tables and chairs if they choose to use the current inventory.

\*Above fees do not include catering charges, refundable security deposit, or security officer fee.

\*The Conservatory does not set-up or clean-up—this is the responsibility of the client

## To Book

We do not issue any temporary holds on any dates. To officially reserve the Conservatory we require:

- 1) Special Event Venue Application
- 2) Non-Refundable Reservation Fee
- 3) \$35 Non-Refundable Application Fee.

The Reservation Fee is 50% of the Rental Fee or \$250 whichever is greater. For events with Rental Fees under \$250, the total non-refundable Rental Fee is due in order to secure your date.

The Reservation Fee will be applied towards your Balance Due, but it is non-refundable if you cancel (no exceptions).



## Birthday/Shower Package

\*Includes the use of the Jensen Room for a two (2) hour period between 9:00am-2:00pm daily.

\*Includes the use of chairs and tables from existing inventory.

\*Total cost: \$200

## Parking/Transportation

There is a parking lot just south of the Conservatory, which can accommodate up to 150 vehicles. There is also ample street parking.

Also nearby is the Garfield stop on the CTA Green El Line. Please contact the Chicago Transit Authority for more information.



## Inventory

The Conservatory currently has approximately:

- \*22- Sixty inch (60") round tables
- \*22- Six foot (6') rectangular tables
- \*180- chairs (green iron with black iron trim)
- \*6- Bistro Sets (24 chairs and 6 tables)

You may use the inventory free of charge. All other equipment must be rented from our Preferred Professionals.

## Additional Information

### CATERING

- All permittees are required to use a caterer from [Preferred Professional List](#) for ALL FOOD & BEVERAGE (including alcohol). Other than a wedding cake, the client is not allowed to supply any food or beverage.
- Cost to be determined by caterer.

### EQUIPMENT RENTAL

- All permittees are required to use rental suppliers from [Preferred Professional List](#).
- Cost to be determined by rental supplier.



QuickTime™ and a PDF (L2) viewer are needed to see this picture.

## Additional Information Continued

### SECURITY DEPOSIT

- All permittees are required to pay a refundable security deposit, up to a maximum of \$500. The amount will be refunded 30 business days after the event as long as there is no damage to the property and all rules and regulations are followed.
- Violations in which part or the entire security deposit will be withheld include: entering/exiting outside of reservation time, deliveries/pick-ups outside of reservation time, unauthorized vehicles on-site and/or on the grass.

### SECURITY OFFICER

- All permittees are required to have at least three (3) Chicago Park District Security Officers on-site for all evening rental
- Security fee is \$30/hour, per Security Officer

### INSURANCE

- The Chicago Park District requires any individual or group hosting an event on Chicago Park District property to obtain General Liability Insurance in the amount of \$1M naming the Chicago Park District as Additional Insured. The Park District also requires the Endorsement issued by the insurance carrier. You may obtain this insurance from any insurance company of your choosing. Serving alcohol will require additional insurance coverage of \$2M.
- For more information, please call 312.746.5250.

### ELECTRICITY

- There is limited electrical power available inside Conservatory. Generators must be rented for the gardens.
- Contact 312.746.5250 for more information.

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#### **Special Event Venues**

Berger Park  
Broadway Armory  
Buckingham Fountain  
Cancer Survivors Garden  
Columbus Park Refectory  
Garfield Park Conservatory  
Lincoln Park Conservatory  
North Rose Garden  
Northerly Island  
Ping Tom Memorial Park  
Promontory Point  
63<sup>rd</sup> St. Beach House  
South Shore Cultural Center  
Tiffany Celebration Garden