



Rental Information 2020-2021

Oak Park Conservatory **Private Rental Options 2020/2021 Rates**

Oak Park Conservatory Evening Package: 4pm – 11pm

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

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

Oak Park Conservatory Daytime Package: 8am-4pm

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

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

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

Rubinstein Meeting Room Only: 8am-11pm

Hourly Rate (3-hour minimum)

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

50 guests

Hourly Rental Rates for Packages & Meeting Room

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

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



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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.

The Oak Park Conservatory is owned and operated by the Park District of Oak Park and is a national historical spot in Oak Park, IL. The Conservatory is a unique rental space for a variety of events including birthdays, weddings, baby and wedding showers, family gatherings, meetings, memorials, retirement parties, birthdays and trunk parties.

***Please see our current Covid-19 restrictions.**

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. 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.
- **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. The Mediterranean Room has a central stone patio that is the perfect setting for a small ceremony. Food and drink are not permitted in the Conservatory showrooms.

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 allowed on the premises, nor homemade food. The Conservatory staff is happy to provide you with a list of our pre-approved caterers to coordinate your event.
- **Any alcohol service** will need to be scheduled through our list of pre-approved caters. 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 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.

COVID-19 Restrictions

The safety and health of the community, staff and visitors of Oak Park Conservatory is of the utmost importance. While Illinois is in Phase 4 of its Restore Illinois plan, requirements for events held at the Oak Park Conservatory are below. Upon movement to Phase 5 of the Restore Illinois Plan, events at the Oak Park Conservatory will return to normal operations and requirements.

COVID-19 Restore Illinois Phase 4 Requirements:

- Guest size is limited to a maximum of 50 people.
- Room limits are as follows: 16 - Rubinstein Room, 32- Rubinstein Garden, 9 –Lobby
- Tables will be set for social distancing. Same household members are encourage to sit together at the same table.
- Oak Park Conservatory Staff and all hired caterers/vendors on site are required to wear face-coverings.
- Guest will wear face-coverings if they cannot maintain 6 feet distance from non-household members and while in public areas (lobby, restrooms, showrooms) while we are open to the public. Guest should be in mask upon arrival to enter the Conservatory.
- Dancing will be allowed for weddings only on the outdoor patio and restricted to the couple for their first dance and the couple’s dance with their parents.
- No DJ’s will be allowed; the Oak Park Conservatory sound system can be utilized to play music.
- All food must be provided by one of our preapproved licensed caterers or can be brought in from a restaurant or store bought. Covid – 19 restrictions require that that all food must be individually boxed per each guest or served by one of our approved licensed food handlers. No open buffets are permitted at this time.
- Kitchen use is prohibited during phase 4 of Covid – 19.

X

Signature of Applicant/Date