

Kenilworth

Assembly Hall

WEDDING AND EVENT GUIDE

Congratulations!

We are so grateful for your consideration of the Kenilworth Assembly Hall as your chosen event venue. Your search has lead you to a location full of history and adoration as it is a Registered National Historical Site. The building was designed by famous architect, George Maher, whose personal style was influenced by the Prairie School of architecture. It has been a community treasure since 1907.

It is in our nature to provide you and your guests with an event they will not forget. Here at the Kenilworth Assembly Hall, we are committed to making your day a special one by providing you with excellent customer satisfaction and attention to all expectations.

Our grand ballroom is prepared to offer a plated event for 200 guests and a cocktail event for 300. If you are in search for your happily ever after venue, we have several options for your ceremony as well!

If you have questions or would like to schedule a tour of our beautiful historic building, please contact us at (847) 251-1691.

Thank you! We look forward to planning your perfect event!

*Jessica Camp
Programs and Events Manager
Kenilworth Park District*

Guidelines and Information

Event Scheduling

The Kenilworth Assembly Hall is available for events within an 8-hour time frame. An additional hour prior and post event is given for set-up/tear down. If additional time is needed, additional fees will apply. Hours must be between 8am and Midnight.

Rental Space

The Kenilworth Assembly Hall provides multiple spaces for all your event needs. The Grand Ballroom can hold 200 guests for a plated dinner and 300 for a cocktail event. The Neighbor Room can hold up to 75 people.

Official capacities are subject to the layouts and materials used.

Deposit and Payment

A refundable deposit of \$750 is due at the contract signing in addition to 50% of the rental fee. The final balance is required no later than 30 days before the event date. The deposit will be refunded after the event once an inspection of the facility has been completed by the staff.

Services Guarantee

The final headcount will need to be provided to the facility no later than 5 days before the event. In the case of a cancellation, the client will be responsible for the full balance if it transpires within 60 days of the event. This does not include the deposit.

Parking

Parking is available on the street surrounding the hall.

Catering

In order to provide you with a seamless event, we ask that you only choose from our preferred caterer list. These caterers will have preceding knowledge on how the facility flows. Please review the Preferred Caterers List in this packet for more information

Pricing

Please contact us at 847-251-1691 for pricing.

Rental Information

Rental Capacity

<i>Stand up/Cocktail Reception</i>	<i>300 guests</i>
<i>Seated Banquet</i>	<i>200 guests</i>
<i>Seated with dance Floor</i>	<i>180 guests</i>

Equipment Included*

Twenty 60" Round Tables (8-10 guests)

Four 72" Round Tables (10-12 guests)

Fifteen 8x36" Banquet Tables

Four 8x30" Banquet Tables

Four 6x36" Banquet Tables

One 6x30" Banquet Table

Four Hi-Boy Cocktail Tables (Can be adjusted to Cabaret Size)

Two-Hundred Banquet Chairs

Place settings for 200 guests.

Included Amenities

Sound System

Bridal Suite

Wood Burning Fireplace \$75

Projection Screen \$50

Baby Grand Piano/Stand Up Piano (Tune up Fee\$100+)

**Client may choose to rent equipment from an outside vendor. Equipment is to be picked up by 9am the following morning or the client is subject to a \$200 storage fee. **

Vendor Coordinator Packages

Package A

This package will provide the client with a day-of representative. The duties are:

- ❖ *Meeting 2 weeks prior to event to discuss final details*
 - ❖ *2 hours of service for rehearsal, if necessary*
 - ❖ *8 hours of service on the day of the event*
- ❖ *Confirm all deliveries arrive at scheduled time*
 - ❖ *Review Set-up Requests*
 - ❖ *Assist in the Set-up of the Venue*
- ❖ *Assist the client in personal preparations*
 - ❖ *Assist guests to proper areas for event*
- ❖ *Keep event running on time according to itinerary*

Package B

The utilization of the coordinator will begin with the contract agreement.

This package provides services from Package A, in addition to:

- ❖ *Initial meeting with the client to discuss expectations and wants*
- ❖ *Set up meetings with outside vendors according to client schedule*
 - ❖ *Contact client monthly to discuss changes or additions*
- ❖ *Make all confirmation calls with vendors 2 weeks prior to event*

Pricing

	<i>Package A</i>	<i>Package B</i>
<i>During Peak Season</i>	<i>\$1500</i>	<i>\$2500</i>
<i>Off Peak Season</i>	<i>\$1200</i>	<i>2000</i>

Contact Information

Address:

*Kenilworth Assembly Hall
410 Kenilworth Ave
Kenilworth, IL 60043*

Email:

events@kenilworthparkdistrict.org

Telephone:

847-251-1691

Manager: Jessica Camp

Coordinator: Jacquie Rayment

Building Maintenance: Nick Ellinger

Hours of Operation:

Monday through Friday 8:00am– 5:00pm