

300 N. Central Park Ave.  
312.746.5250

# Garfield Park Conservatory



*Last Updated March 25, 2021*

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

<i>Location</i>	<i>Measurements</i>	<i>Banquet Capacity</i>	<i>Cocktail Capacity</i>	<i>Theatre Capacity</i>
Horticulture Hall	169'x30'	300	400	300
Jensen Room	48'x36'	100	150	150
Community Room	40'x40'	72	150	150
Artist's Garden	100'x50'	100	150	100
Blue Stone Patio	130'x50'	300	400	300

The Conservatory is open to the public from 10am-5pm Thursday through Sunday, and Wednesdays until 8pm.

\*The Community Room is available to not-for-profit, community groups and educational groups Wednesdays 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

<b>Rental Space</b>	<b>Private/Non-Profit</b>	<b>Corporate</b>
Jensen Room (Only) <i>*No bookings after 3pm</i> <i>*Rates listed are for 4 hours; \$100/hour additional</i>	Mon.-Thurs. \$400 Fri. & Sun. \$400 Sat. \$500	Mon.-Sun. \$1,000
Community Room (3-Hour Minimum) <i>*No bookings after 4pm</i>	\$50/Hour	\$100/Hour
Entire Site – long event *Includes public spaces <i>* covers 8.5 hours, from 3:30pm-midnight</i>	Sun.-Tues. & Thurs. \$6,000 Fri. & Sat. \$6,750	Mon.-Tues. & Thurs.-Sun. \$8,500
Entire Site – short event *Includes public spaces <i>*covers 2 hours, from 5-7 pm</i> <i>*great for a ceremony or a proposal</i>	Mon.-Tues. & Thurs.-Sun. \$1,500	Mon.-Tues. & Thurs.-Sun. \$3,000

\*Since the Conservatory is open to the public from 10am-5pm, Thursday through Sunday, public spaces are not available until after 5pm daily. The only space rental for Wednesday evenings is the Community Room.  
 \*Evening rental fee includes 8.5-hours (3:30pm-5:30pm set-up, 5:30pm-11pm event, 11pm-12am clean-up). Any event surpassing the 8.5 hours will be charged an additional \$1000/hour\*The client is responsible for un-stacking and restacking the tables and chairs if they choose to use the current inventory. The caterer will provide this service for evening rentals.  
 \*Above fees do not include catering charges.

## 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 Room Rental Fee for all areas except the Jensen Room and Community Room. The Reservation Fee for the Jensen Room and Community Room is the full payment of the Rental Fee.

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



## 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 Conservatory 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
- \*18 Six-foot (6') rectangular tables
- \*80 chairs Jensen Room, 50 chairs Community Room (green iron with black iron trim)
- \*220 new natural wood folding chairs
- \*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.

QuickTime™ and a  
TIFF (LZW) decompressor  
are needed to see this picture.

## 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.

### 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.

## Additional Information Continued

### SECURITY OFFICER

- All permittees are required to have at least three (3) Chicago Park District Security Officers on-site for all evening rental
- Rental fee includes three officers. Depending upon size of event, additional officers may be required for a fee of \$40/hour/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.

Garfield Park Conservatory  
300 N Central Ave.  
312.746.5250



#### **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