

6205 N. Sheridan  
773.761.0376

# Berger Park



Last Updated February 28, 2011

Originally named the Downey Mansion, this historic landmark is one of the few remaining mansions that once lined Chicago's Lakefront.

This quaint mansion features hardwood floors, original woodwork and antique light fixtures among other charming details.

The mansion also boasts an outdoor space with breathtaking lake views. Located just minutes from downtown, this unique space offers three rooms that can be rented individually for intimate gatherings or together for functions that can accommodate up to 100 guests.

### Berger Park Standard Hours:

|                         |                  |
|-------------------------|------------------|
| <b>Sunday:</b>          | <b>Closed</b>    |
| <b>Monday-Thursday:</b> | <b>9am-9pm</b>   |
| <b>Friday:</b>          | <b>10am-11pm</b> |
| <b>Saturday:</b>        | <b>9am-5pm</b>   |

## Pricing & Event Spaces

| Location                               | Sq. Ft. | Measurements | Capacity | Rental Fee (2 hour minimum)                     |
|--|---------|--------------|----------|---|
| Living Room                            | 476     | 28' X 17'    | 40       | M-Thu \$38/hour<br>Fri-Sun \$46/hour            |
| Dining Room                            | 320     | 20' X 16'    | 35       | M-Thu \$31/hour<br>Fri-Sun \$39/hour            |
| Sun Room                               | 345     | 23' X 15'    | 20       | M-Thu \$24/hour<br>Fri-Sun \$31/hour            |
| Ball Room<br>(3 <sup>rd</sup> Floor)   | 400     | 20' X 20'    | 30       | M-Thu \$46/hour<br>Fri-Sun \$60/hour            |
| Entire First Floor<br>(5 hour minimum) |         |              | 100      | Before 5pm: \$228/hour<br>After 5pm: \$379/hour |
| Coach House                            |         |              | 60       | M-Thu \$61/hour<br>Fri-Sun \$69/hour            |

Please note: rental times include set-up, tear-down, and event time.

### Additional Fees

- \*Staffing Fee: \$30/hour (for events outside of normal business hours; see above for hours)
- \*Security Fee: \$30/hour
- \*Refundable Security Deposit: \$200 for Single Room Rental, \$500 for entire 1<sup>st</sup> Floor  
\$150 for Coach House

Chicago Park District

## Additional Information



\*Single room rentals are available only during Berger Park's standard business hours. The Entire First Floor Rentals are only available outside of Berger's standard business hours. See Page 1 for Berger Park hours. For the Entire First Floor Rentals, clients must pay Personnel/Staffing fee and purchase a minimum of five hours.

\*All events must conclude by 11pm.

\*Set-up and tear-down time (including deliveries and pick-ups) must occur during the time the client reserves and pays for.

\*The outdoor campus is not included in the building rental.

\*Berger Park does not provide air conditioning. You may bring portable units if you choose. Contact Park Supervisor for more information.

## Wedding Ceremonies

If you are interested in just performing a ceremony in the outdoor space at Berger Park, you will have to submit a **Special Event Application for a Commemorative Permit**. [http://www.chicagoparkdistrict.com/docs/c1b23320-dfb0-4957-ac82-c6f304fff248\\_document.pdf](http://www.chicagoparkdistrict.com/docs/c1b23320-dfb0-4957-ac82-c6f304fff248_document.pdf). For 2010 there are two different levels of Commemorative Permit for our general gardens/parks. However, Berger Park only allows Level 1, which allows you two hours (including set-up and tear-down), and it allows you bring in chairs and a trellis. No amplified sound may be used outdoors. Depending on availability, Berger Park has chairs that you may use at no additional fee, but you must set-up and tear-down yourselves. More information including the fees can be found in the 2011 Special Event Application, especially on pages 7 and 10.

Applications are processed in the order received, and you will be contacted within 14 days regarding if your time/date/location is available and what fees/documents/etc are required in order to secure a permit.

We only accept applications for Commemorative Permits starting in January of the year of your event, so 2011 applications will not be accepted until January 2011.

## To Book



We do not issue any temporary holds on any dates. To officially reserve Berger Park, 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. The Reservation Fee will be applied towards your Balance Due, but it is non-refundable if you cancel (no exceptions).

## Parking/Transportation

The Park District does not provide designated parking for Berger Park. Limited street parking is available. Guests should make their own parking arrangements. Vehicles are not allowed to remain on-site and can never drive or park on the grass.

## Inventory

You are welcome to use our current inventory free of charge (and based on availability). Currently, there are approximately (75) molded plastic black folding chairs, (11) 6ft rectangular tables, (5) steel card tables, and a refrigerator. 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](#) ALL FOOD & BEVERAGE (including alcohol). Other than a wedding cake, the client is not allowed to supply any food or beverage.
- Alcohol is not permitted outdoors.
- 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, as indicated in the rate structure. 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 OFFICERS

- All permittees are required to have at least one (1) Chicago Park District Security Officer on-site during all rentals.

## Additional Information Continued

### SET-UP & CLEANING

- All permittees must set-up, clean-up, and remove garbage themselves.
- No set up/break down service, consultation fee or janitorial service is included in the rental.

### 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 or contact us for a recommendation. Serving alcohol will require additional insurance coverage of \$2M.
- Contact Park Supervisor for more information.

### ELECTRICITY

- There is limited electrical power available, which is sufficient for basic needs; however, we recommend renting generators for additional electrical needs.
- Contact Park Supervisor for more information.

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#### *Special Event Venues*

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