

337 E. Randolph  
312.742.4847

# Cancer Survivors Garden



*Last Updated February 28, 2011*

Here's a true hidden treasure in the heart of the city and close to the lake on East Randolph Street.

The gardens are gorgeous, and the view of Lake Michigan and the Field Museum of Natural History to the south is spectacular. On the north end, two forty-foot tall granite columns flank a large open metal pavilion. Flowers spill out of pedestals that line the garden.

There are smells and sights to delight the senses and a long tent capable corridor of greenery to remind us to appreciate life in full bloom.

With an intimate and exclusive ambiance, you'll cherish this site for your affair.

## Event Spaces & Capacity

<i>Location</i>	<i>Sq. Ft.</i>	<i>Measurements</i>	<i>Capacity</i>
Center Plaza	11,970*	63' x 190'	1,190 (10 sq ft per person)
Lower Terrace	2,400*	40' x 60'	240 (10 sq ft per person)

*\*Outside Garden Measurements include restricted areas (flower gardens, fountains, statues, etc).*

The Cancer Survivors Garden is open everyday during Chicago Park District hours (6am-11pm)

Chicago Park District



## Reservations

\*There are two options for hosting an event at the Cancer Survivors Garden:

- 1) 8-Hour Special Event Usage
- 3) Ceremony Only Outside in the Gardens

\*All events must conclude by 11pm

## 8 Hour Special Event Venue Garden Usage

8-Hour Usage	Cancer Survivor's Garden
Rental Fee	\$3,150.00
Personnel/Labor	\$ 480.00
<u>Security Deposit</u>	<u>\$1,000.00</u>
<i>Total Due</i>	\$4,630.00

\*All timeframes include set-up and breakdown.

\*Tent set-up and breakdown must also be during your timeframe.

\*Rental of spaces for only 4 hours will be charged half the appropriate 8-hour fee.

\*Additional hours before 11pm can be purchased for \$250.

\*For tear-down/pick-ups, 11pm-Midnight can be purchased for an additional \$500 plus personnel fees.

## To Book 8-hour Special Event Venue Garden Usage

We do not issue any temporary holds on any dates. To officially reserve the Cancer Survivors Garden for an 8-hour event rental, 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).



## Wedding Ceremonies (Commemorative Event) Outside in Gardens

If you are interested in just performing a ceremony in the Cancer Survivors Garden, you need 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). A Commemorative Permit is required for every type of ceremony on Park District property regardless of size.

There are two different levels of Commemorative Permit for our gardens. Level 1 allows you two hours (including set-up and tear-down), and it allows you bring in only chairs and a trellis. Level 2 allows you four hours (including set-up and tear-down), and it allows you to have amplified sound, a small tent (15'x15' or smaller) and risers in addition to chairs and a trellis, if desired. However, Liability Insurance is required with Level 2. (Contact us if you need a recommendation.) More information including the fees can be found in the 2011 Special Event Application, especially on pages 7 & 10.

We do not give out availability for Commemorative Events; applications are processed in the order received, and you will be contacted within 14 business 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, for example, 2011 applications will not be accepted until January 2011.

## Parking/Transportation

The Park District does not provide parking for the Cancer Survivors Garden. For approved vehicles, you may be given a limited number of delivery passes to allow vehicles to drive on the Park District pathways to deliver items. Vehicles are not allowed to remain on-site and can never drive or park on the grass.

## Inventory

There is no equipment provided for the Cancer Survivors Garden. All equipment must be rented from our [Preferred Professional List](#).

## Additional Information

### CATERING

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



*Pavilion & Granite  
Columns at North End*

## Additional Information Continued

### 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 OFFICER

- All permittees are required to have at least two (2) Chicago Park District Security Officers on-site during all 8-hour rentals in the garden.
- Cost factored into Personnel/Labor Fee.
- Commemorative Events may request a Security Officer to be on-site for \$30/hour, 4-hour minimum.

### 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.

### ELECTRICITY

- Generators must be rented for the gardens.
- Contact Special Event Manager 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