

5701 W Jackson
773.287.0856

Columbus Park Refectory



Last Updated December 28, 2009

The Columbus Park Refectory boasts three porticos that fill with sun during the summer.

The grounds, created by the dean of prairie landscape architecture, contain two natural looking waterfalls, stratified stonework ledges and abundant native plant life.

You and your guests will enjoy the serene country club setting with the chance to dine in a Chicago landmark. Inside, Spanish-influenced architecture, arched entryways, and ornate terra cotta await.

The generous-sized Dance Hall with its magnificent windows overlooks the stunning lagoon and comes complete with a grand piano.

It may sound like heaven, but it's closer than that and includes a nine-hole golf course plus convenient free parking right outside!

Event Spaces & Capacity

<i>Location</i>	<i>Measurements</i>	<i>Banquet Capacity</i>
Dining Hall	32'x52'	150
Dining Terrace (Outside)	44'x33' 23'x12'	150
Dance Hall	32'x69'	200
South Terrace (Outside)	82'x16'	120
Pavilion	32'x86'	250
Entire		870



Columbus Park Refectory Rental Rates

Location	Tuesday-Thursday	Friday-Sunday
Entire Site	\$2,375	\$2,900
South Terrace Outside Mall	\$340	\$410
Pavilion	\$558	\$682
Dining Hall	\$475	\$580
Dance Hall	\$550	\$675
Dining Terrace	\$475	\$575

*Pricing allows for an 8 Hour Rental, which includes set-up and tear-down time

*Booking Restrictions apply after 3pm (approval needed)

*Annual increases of 3-4% may be applicable to contracts submitted outside the calendar year.

Additional Fees

- **Set-up and Cleaning Fees:** determined by Chicago Park District designee. Rental of the entire facility requires an additional set-up and cleaning fee of \$500.
- **Room Changeover** during an event requires an additional set-up fee of \$260
- **Additional Hours:** Advanced scheduled rehearsal time if available at \$100 per hour.
- **Running-over contracted event time:** \$155 per hour with a two (2) hour minimum charge.
- **Security Officers**
- **Refundable Security Deposit**
- **Catering & Equipment Rental**

To Book

We do not issue any temporary holds on any dates. To officially reserve the Refectory we require:

- 1) Special Event Venue Application
- 2) Non-Refundable Reservation Fee
- 3) \$35 Non-Refundable Application Fee.

The Reservation Fee is 25% of the Rental Fee or \$250 whichever is greater. The Reservation Fee will be applied towards your Balance Due, but it is non-refundable if you cancel (no exceptions).

Reservation is not secure until the fees and documents are received and a contract is executed.

All remaining fees are due at least 60 days prior to the event.



Event Packages

Wedding Ceremonies/Receptions (option 1 - Summer Special)

- Includes use of the Dining Hall, Dance Hall, Balcony, Kitchen, South Terrace, and one (1) hour rehearsal date M-Thu 6-9pm based on availability.
- Package includes use of the spaces for an 8-hour total event period (including set-up and tear-down), use of tables and chairs from existing inventory, clean-up and chair/table set-up.
- Total cost: M-Wed **\$2,000** and Thu-Sun **\$2,300**.

Wedding Ceremonies/Receptions (option 2 - Winter Special)

- The Summer Special minus the South Terrace.
- Total cost: M-Wed **\$1,700** and Thu-Sun **\$2,000**.

Birthday Breakfast Package

- Includes use of one (1) Dining Hall, South Terrace, or Pavilion for a 2-hour period from 11am-1pm or 1-3pm daily, tables and chairs for approximately 25 and cleaning.
- Total cost: **\$275**.

Parking/Transportation

There is complimentary parking throughout Columbus Park.



Inventory (based on availability)

- Round Tables - \$10 each
- Party Chairs - \$1 each
- Piano - **\$85 fee**.
- Balcony - **\$70 fee**.
- Kitchen - **\$95 fee** (Icemaker, refrigerator, and stove for warming purposes only).
- Coatroom - **\$75 fee**.
- Champagne Fountain - **\$65 fee**.
- Sound System - **\$260 fee** plus a staff operator at \$25/hour



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.
- All deliveries, set-up, tear-down, and clean-up must be within reservation time
- 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 \$525. 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 one (1) Chicago Park District Security Officer for every 60 guests.
- Security fee is \$29/hour, per Security 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 773.287.0856.

ELECTRICITY

- There is limited electrical power available, especially outside. Generators may be rented to meet electrical needs
- Contact 773.287.0856 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
Notherly Island
Promontory Point
63rd St. Beach House
South Shore Cultural Center
Tiffany Celebration Garden
Washington Park Refectory