

2400 N. Stockton Dr.  
312.742.4847

# Lincoln Park Conservatory & Gardens



*Last Updated December 28, 2009*

Prefer the roar of lions and tigers to the roar of the EI?

Nestled just west of the Lincoln Park Zoo, the Lincoln Park Conservatory and Gardens create a perfectly peaceful and enchanting mix for your event's atmosphere.

Stroll along the pathways around the lush greenery during cocktail hour, and then emerge out into the expansive outdoor gardens for dinner under the stars.

Many brides have walked down isles within the famed Grandmothers Garden as part of their big day.

This versatile spot offers endless options for indoor, open air, or tented elements at your next event.

## Event Spaces & Capacity

Location	Sq. Ft.	Measurements	Capacity
Formal Garden	51,200*	320'x160'	3,000 (10 sq ft per person)
Grandmother's Garden	41,200*	824'x50'	2,000 (10 sq ft per person)
Inside Conservatory	NA	NA	150 (cocktail reception throughout entire Conservatory) 25 (seated ceremony in Show Room) 50 (standing ceremony in Show Room)

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

The Conservatory is open everyday to the public from 9am-5pm. The Formal Garden and Grandmother's Garden are open during Chicago Park District hours (6am-11pm)

## Reservations

\*There are three options for hosting an event at the Lincoln Park Conservatory Gardens:

- 1) Inside the Conservatory
- 2) Outside in the Gardens
- 3) Ceremony Only Outside in the Gardens

\*All events must conclude by 11pm



## Inside Conservatory Rates

<b>2-Hour Usage (5-7pm)</b>	<b>Indoor</b>	<b>4-Hour Usage (5-9pm)</b>	<b>Indoor</b>
Rental Fee	\$525.00	Rental Fee	\$790.00
Personnel/Labor	\$116.00	Personnel/Labor	\$232.00
<u>Security Deposit</u>	<u>\$500.00</u>	Security Deposit	<u>\$500.00</u>
<i>Total Due</i>	\$1,141.00		\$1,522.00
<b>6-Hour Usage (5-11pm)</b>	<b>Indoor</b>		
Rental Fee	\$1,050.00		
Personnel/Labor	\$348.00		
<u>Security Deposit</u>	<u>\$500.00</u>		
<i>Total Due</i>	\$1,898.00		

\*Since the Conservatory is open to the public everyday from 9am-5pm, your event cannot begin (including set-up) until 5pm.

\*All timeframes include set-up and breakdown.

\*For tear-down/pick-ups, 11pm-Midnight can be purchased for an additional \$250 plus personnel fees.

## 8 Hour Special Event Venue Garden Usage

8-Hour Usage	Formal Garden	Grandmother's Garden
Rental Fee	\$3,150.00	\$1,575.00
Personnel/Labor	\$464.00	\$464.00
<u>Security Deposit</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
<i>Total Due</i>	\$4,614.00	\$3,039.00

\*All timeframes include set-up and breakdown.

\*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 Conservatory and 8-hour Garden Usage



We do not issue any temporary holds on any dates. To officially reserve the Conservatory and Gardens (8-hour 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 Formal or Grandmother's Gardens, you need to submit a **Special Event Application for a Commemorative Permit**. [http://www.chicagoparkdistrict.com/docs/1b3c68fb-5da6-45bb-aeaf-a9f1e8c7b365\\_document.pdf](http://www.chicagoparkdistrict.com/docs/1b3c68fb-5da6-45bb-aeaf-a9f1e8c7b365_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 2010 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 Lincoln Park Conservatory. However, there are several paid parking lots in the area. You may contact Standard Parking for more information. In the gardens, 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.



*Formal Garden South View  
Eli Bates Fountain*

## Inventory

There is no equipment provided for the Conservatory or the Gardens. All equipment must be rented from our Preferred Professionals.

## 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.



## 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 one (1) Chicago Park District Security Officer on-site during all events inside Conservatory and 8-hour rentals in the garden.
- Cost factored into Personnel/Labor Fee.
- Commemorative Events may request a Security Officer to be on-site for \$29/hour, 4 hour minimum.

### ATTENDANTS

- If desired, an attendant can be scheduled to remain on-site to clean the restrooms during your event. Please note that an attendant is *not* included in the Personnel/Labor fee.
- Fee to be determined by Special Event Manager

### 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.

### ELECTRICITY

- There is limited electrical power available inside Conservatory. 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