

1400 S. Lynn White Dr.  
312.742.4847

# Northerly Island



*Last Updated December 28, 2009*

A true gem located on a 91-acre peninsular piece of land surrounded by Lake Michigan to the south and east and Burnham Harbor to the west, Northerly Island is sure to amaze your guests.

Just southwest of the Museum Campus and directly east of Soldier Field, this venue offers both the city skyline and Lake Michigan as backdrops that are perfect for a formal black tie gala or a lakeside cocktail reception.

The Visitor Center is the former terminal building when the area was Meigs Field.

The amount of space also caters to the needs of meeting planners as well as larger scale productions and conventions. This distinctive location is a very exclusive selection for your special event and one that your guests will always remember!

## Event Spaces & Capacity

Location	Sq. Ft.	Measurements	Capacity
<b>Visitor Center</b> Main Lobby Area	4163	58'x80'	200 people for a seated dinner with a dance floor 250 people for a seated dinner without a dance floor 400 cocktail reception
<b>Visitor Center</b> 2 <sup>nd</sup> Floor	1615	59'x32'	100 people for a seated dinner 175 cocktail reception
Tent on Lakefront Lawn	15,000	100'x150'	800 people for a seated dinner 1,500 cocktail reception
Lakefront Lawn	600,000	2,000'x300'	60,000 (10 sq ft per person)

The Visitor Center (also referred to as the Terminal Building) is available for rental year round. The Lakefront Tent is seasonal and is available May-October.

The Visitor Center also contains several other areas available for catering prep, coat check, storage, green rooms, meeting rooms, etc. There is no elevator to access the 2<sup>nd</sup> floor.

The clear span tent comes equipped with HVAC units, carpeted flooring, and breath-taking views. A Marquee Tent connects the Visitor Center to the tent. Washroom facilities are available in the Visitor Center.

The Visitor Center is open to the public everyday from 10am-4pm, Memorial Day-Labor Day (unless closed for a private event). Throughout the remainder of the year, the Visitor Center is open on the weekends from 10am-4pm (unless closed for a private event and during Bears home games).



## Reservations

At Northerly Island, there are three (3) different options for rentals:

- 1) Visitor Center Only
- 2) Visitor Center & Tent (for Corporate Events, Non-profit)
- 3) Visitor Center & Tent for Wedding Ceremonies

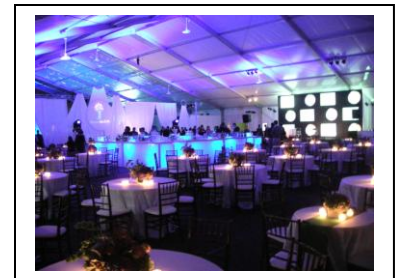
### Visitor Center Only Rate



8-Hour Usage	Visitor Center
Rental Fee	\$3,500.00
Personnel/Labor	\$232.00
<u>Security Deposit</u>	<u>\$500.00</u>
<i>Total Due</i>	\$4,232.00

- \*8 Hour Rental (3pm-11pm), including set-up, tear-down, deliveries, and pick-ups.
- \*Additional Hours before 11pm can be purchased for \$250/hour
- \*Additional Hours past 11pm (for tear-down purposes) can be purchased for \$500/hour

### Visitor Center & Tent



	Entire Site
Rental Fee	\$15,000.00
Personnel/Labor (approx)	\$928.00
<u>Security Deposit</u>	<u>\$2,000.00</u>
<i>Total Due</i>	\$17,928.00

- \*Non-profits assessed 50% of Rental Fee.
- \*Additional Set-Up/Tear-down day is 50% of rental.
- \*Rates do not include generators for electricity and HVAC.

### Wedding/Private Rate for Visitor Center & Tent



8-Hour Usage	Entire
Rental Fee	\$5,000.00
Personnel/Labor (Approx)	\$928.00
<u>Security Deposit</u>	<u>\$2,000.00</u>
<i>Total Due</i>	\$7,928.00

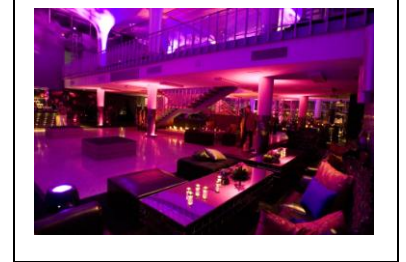
- \*8 Hour Rental (3pm-11pm), including set-up, tear-down, deliveries, and pick-ups.
- \*Additional Hours before 11pm can be purchased for \$250
- \*Additional Hours past 11pm (for tear-down purposes) can be purchased for \$500/hour
- \*Rates do not include generators for electricity and HVAC.

## To Book

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



## Parking/Transportation

You will have exclusive use to the North Parking Lot that fits approximately 50 cars. Please contact us for other parking options.

## Inventory

You are welcome to use our current inventory free of charge. Currently, there are approximately (100) basic plastic folding chairs and (10) 6ft rectangular tables. All other equipment must be rented from our Preferred Professionals.

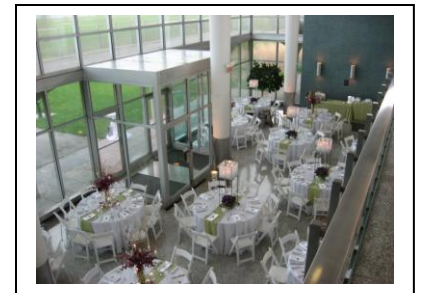
## Additional Information

### CATERING

- All permittees are required to use a caterer from [Preferred Professional List](#) 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.



## Additional Information Continued

### SECURITY DEPOSIT

- All permittees are required to pay a refundable security deposit, as indicated in the rate structure. The amount will be refunded approximately 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 Chicago Park District Security Officer(s) on-site during all events.
- Number of officers determined by how many people at event and other event details.

### 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 the Visitor Center.
- Generators must be rented for all outside power and for the Tent.
- We provide the HVAC units, but client must supply the power.
- 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