

5491 S. Lake Shore Dr.

312.742.4847

Promontory Point



Chicago Park District

Last Updated December 28, 2009

Come and see what the renowned designer Daniel Burnham envisioned when he created the plans for Promontory Point.

In 1933-4 this site was home to Chicago's second World's Fair.

This quaint building provides crystal clear skyline views and is surrounded by heavenly meadows. The magnificent French doors open onto stone verandas just steps from Lake Michigan. The exposed brick interior along with the historic architecture make this cozy castle-like site a must see.

The opportunity to make use of the indoor space in conjunction with the open-air verandas has lured many meetings, social gatherings, and weddings to this lakeside locale.

Event Spaces & Capacity

<i>Location</i>	<i>Sq. Ft.</i>	<i>Measurements</i>	<i>Capacity</i>
Field House	1848	33'x56'	80 people for a seated dinner with a dance floor 100 people for a seated dinner without a dance floor 150 cocktail reception
Lakefront Patio	1340	20'x 67'	100 people for a seated dinner 120 cocktail reception
Front Patio	1344	24'x56'	100 people for a seated dinner 120 cocktail reception
Catering Prep Area	400		

Promontory Point is a seasonal facility open May-October. The building does not offer air conditioning, although heat is available in May & October, if necessary. Open Houses to view the venue are on Wednesdays from 4pm-6pm, from May through October.

Promontory Point is a "comfort station", which means the public has access to the restrooms during your event (via separate doors from the outside of the building that lead directly to the restrooms). However, the personnel/labor fee provides you an attendant and a security officer. The attendant insures that the restrooms and grounds remain clean regardless of who uses them. The security officer insures that the public does not disturb your event.



Reservations

At Promontory Point, we offer three timeslots: 10am-2pm for Wedding Ceremonies, 3pm-11pm for receptions, and Noon-11pm for Ceremony & Reception (based on availability). **Timeframes are inclusive of set-up, tear-down, event time, deliveries & pick-ups.**

*Additional hours are \$125/hour (\$150/hour for 2011) plus Personnel/Labor Fees.

*For Wedding Ceremonies, you may purchase additional hours prior to 10am, but not after 2pm.

*3pm-11pm reservations can only purchase a minimum of 3 additional hours (to become a Noon-11pm reservation).

*If you are tenting one or both of the patios, you are required to book Noon-11pm for tenting one patio, 11am-11pm for tenting both patios. With approval, the tent can be removed the next morning at 6am.

*All events, including tear-down, must conclude by 11pm. You may purchase the 11pm-Midnight hour for tear-down/pickups only (guests must leave at 11pm and tear-down must be completed by Midnight) for \$250 plus Personnel Fees.

2010 Rates

4-Hour Usage	Inside Only	Inside + Patios
Rental Fee	\$440.00	\$650.00
Personnel/Labor	\$194.00	\$194.00
<u>Security Deposit</u>	<u>\$250.00</u>	<u>\$250.00</u>
<i>Total Due</i>	\$884.00	\$1,094.00

8-Hour Usage	Inside Only	Inside + Patios
Rental Fee	\$820.00	\$1,025.00
Personnel/Labor	\$388.00	\$388.00
<u>Security Deposit</u>	<u>\$500.00</u>	<u>\$500.00</u>
<i>Total Due</i>	\$1,708.00	\$1,913.00

11-Hour Usage	Inside Only	Inside + Patios
Rental Fee	\$1,195.00	\$1,400.00
Personnel/Labor	\$445.00	\$445.00
<u>Security Deposit</u>	<u>\$500.00</u>	<u>\$500.00</u>
<i>Total Due</i>	\$2,140.00	\$2,345.00

2011 Rates

	4-Hour Usage	8-Hour Usage	11-Hour Usage
Rental Fee	\$700.00	\$1,300.00	\$1,750.00
Personnel/Labor	\$200.00	\$400.00	\$460.00
<u>Security Deposit</u>	<u>\$250.00</u>	<u>\$500.00</u>	<u>\$500.00</u>
Total Due	\$1,150.00	\$2,200.00	\$2,710.00

**For 2011, rentals are for Entire Venue (Inside + Patios) only*

To Book

We do not issue any temporary holds on any dates. To officially reserve Promontory, 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 Promontory Point. However, there is a public parking lot in addition to street parking west of Lakeshore Drive. Although there are no public roads that access Promontory Point, you will be given a maximum of five (5) delivery passes to allow vehicles to drive on the Park District pathways to deliver items or to shuttle guests to the venue. Vehicles are not allowed to remain on-site and can never drive or park on the grass. The underpass to Promontory is small, so only small vehicles can fit.

Inventory

You are welcome to use our current inventory free of charge. Currently, there are approximately (60) steel-back grey folding chairs, (8) 6ft rectangular tables, various sized teak wooden benches that seat approximately 40 people, and an Industrial Refrigerator. All other equipment must be rented from our Preferred Professionals.



Tented Lakefront Patio

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.

DÉCOR

- Because of Promontory's historic nature, all décor must be approved by Special Event Manager.
- No nails, hooks, tape, glitter, balloons, or confetti may be used.
- No ladders are provided.

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 via check 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.



Additional Information Continued

SECURITY OFFICERS

- All permittees are required to have at least one (1) Chicago Park District Security Officer on-site during all events.
- Cost factored into Personnel/Labor Fee.

ATTENDANTS

- All permittees are required to have an Attendant on-site during event. The Attendant will help periodically clean the facility (including the restrooms) during your event and will be an on-site contact. However, all set-up and tear-down must be done by you and/or the caterer.
- Cost factored into Personnel/Labor Fee.

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

- There is limited electrical power available, which is sufficient for basic needs; however, we recommend renting generators for additional electrical needs.
- 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
63rd St. Beach House
South Shore Cultural Center
Tiffany Celebration Garden
Washington Park Refectory