

5531 S. Russell Drive
773.256.1897

Washington Park Refectory



Last Updated June 30, 2010

The Chicago Park District's elegant Washington Park Refectory is located at 5531 S. Russell Drive, just east of Martin Luther King Drive.

The facility sits adjacent to the Aquatic Center, which houses a 36-foot waterslide plus a swimming pool with a patio and fountains.

The Refectory has a rich history that is interwoven with Chicago's architectural design legends. Daniel H. Burnham & Company designed and built the pool and Russell Drive in 1891, two years before the Columbia Exposition.

The Refectory features ground level colonnades and four open-roof towers. The classically designed Refectory building and grounds offer two distinguished floors.



Event Spaces & Capacity

Location	Sq. Ft.	Measurements	Capacity
Park Level	1,504	32' x 47'	115 (seated dinner)
Tower Level	1,376	32' x 43'	115 (seated dinner)

The Park Level: This level gives you a "bird's eye" view of the 36-foot waterslide and pool. This space also contains a fireplace (which features a remnant of the building's original mosaic flooring), mid-room elevators and side stairwells that lead to the Tower Level.

The Tower Level: This level provides a bright and airy panoramic view overlooking the park to the north and the Aquatic Center on the south. The amenities include a full-service kitchen and a dazzling fireplace mantle reminiscent of the turn of the century.



Rental Rates

HOURLY RENTAL RATES*	Park Level	Tower Level	Both Park & Tower Levels	Patio <small>(must reserve Park Level also)</small>
Monday-Thursday	\$85.00	\$125.00	\$195.00	\$50.00
Friday-Sunday	\$125.00	\$160.00	\$250.00	\$100.00

MANDATORY ADDITIONAL FEES BASED UPON EVENT:
REFUNDABLE SECURITY DEPOSIT (\$200-\$500), SET-UP FEE (\$35-\$135), & SECURITY OFFICERS

*Minimum of two (2) hours & Maximum capacity of 125-150 depending on type of event.

*See below for Package Rates

*The Refectory cannot store materials, supplies and event-related equipment. All items must be dropped off and picked up the day of the event. Event organizer must be on-site to accept deliveries.

*You must purchase hours to account for set-up time, event time, and tear-down time.

*Rental Fee also includes use of current table and chair inventory.

*All events must conclude by 11pm

To Book Washington Park Refectory

Step #1 Contact the Washington Park Refectory at (773) 256-1897 to establish a date and make an appointment.

Step #2 We do not issue any temporary holds on any dates. To officially reserve the Washington Park Refectory for an event, 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). Once we receive these fees and the application, a contract will be drawn up, which you will be required to sign.

Step #3 Select a caterer from the Refectory's approved caterers listing. If not choosing from the list, current food & sanitation licenses, as well as a certificate of insurance are required. Events serving alcohol MUST also provide food service. ALL FOOD AND BEVERAGE (INCLUDING ALCOHOL) MUST BE PROVIDED BY CATERER. Please notify the Refectory of your choice of caterer 45 days prior to your event date.

Step #4 Obtain general liability insurance for your event. See below for more information.

Step #5 Remaining fees are due 60 days prior to your event date. All remaining documents are due one (1) month prior to your event. All payments MUST be made in person and submitted via cash, cashiers check, money order or organization/company's check. If final payments are not made according to the Washington Park Refectory's guidelines, the event will be cancelled.

Step #6 The Refectory will design a floor plan based on your event. If you prefer to design your own set-up, you may schedule a walk-through 30 days prior to your event. Floor plan and guest count must be confirmed two (2) weeks prior to your event. No changes will be permitted one (1) week prior to your event. If no specific floor plan/set-up is provided one (1) week prior to the event, the Refectory staff will set-up the room for you based on the type of event.

Package Rates

WEDDING PACKAGE

*Ceremony on Park Level, Dinner on Tower Level, Dancing on Park Level.

*Includes your rehearsal date, available for one hour Tuesday-Thursday 6pm-9pm.

*Includes tables & chairs set-up from current inventory.

- **Package #1** (*without rehearsal dinner*): \$1,635 (includes rental & set-up fees)
6 Hour time limit for Ceremony & Reception
- **Package #2** (*with rehearsal dinner*): \$2,350 (includes rental & set-up fees)
2 Hour time limit for rehearsal dinner
6 Hour time limit for Ceremony & Reception

*Reception only rates are the standard \$250/hour rental fee plus additional fees.

BRIDAL/BABY SHOWER OR REPAST

*Any three (3) hour time frame you choose on either the Tower or Park Level

*Includes tables & chairs set-up from current inventory

*\$435 (includes rental fee & set-up fee)

*Additional Hours are assessed via the standard Room Rental Fees per hour

*Rates include Rental and Set-Up Fees. Additional Security Deposit and Security Officer Fees are required.

*Additional Hours are assessed via the standard hourly Rental Fees

*Timeframes include set-up and tear-down.

Inventory

*15 – 6' Tables

*5 – Card Tables

*105 – Padded Chairs (silver frame/black vinyl cover)

*18 – 60' Round Tables (seats 8 per table)

*6 – High Boys

*85 – Black Folding Chairs

Kitchen: 2 Warming Ovens, Convection Oven, Refrigerator, Microwave, Sink



Additional Information

PARKING

- You will have exclusive use of the parking lot just north of the Refectory which can hold approximately 150 cars.

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.

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 at the Refectory. If you would like the parking lot to be exclusive for your guests, at least two (2) Security Officers are required. More may be required depending on number of guests at event.
- Security Officers are \$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 or contact us if you would like a recommendation. Serving alcohol will require additional insurance coverage of \$2M.
- Contact the Refectory for more information.

Washington Park Refectory
 5531 S. Russell Drive
 Chicago, IL 60636
 773.256.1897



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