



FRIENDSHIP PARK
CONSERVATORY

A Facility of the Mt. Prospect Park District

Wedding Packages

Atrium Ceremony: \$400.00

Max 20 guests
1 hour of event time

Ceremony Only: \$1000.00

Max 100 guests
2 hours of event time

Reception Only: \$2700.00

5 hours of event time
5 hours prior to the event of set up time
Choice of linen tablecloths, runners and napkins

Ceremony & Reception: \$3500.00

6 hours of event time
5 hours prior to the event of set up time
Choice of linen tablecloths, runners and napkins

Rental rates include private use of venue or rental space, table and chair setup. Linens included in some packages. MPPD staff is not responsible for any additional setup, execution or breakdown of event. 100 guest capacity. All events must end by 11:00 PM.

SECURITY DEPOSITS

Ceremony Only \$150.00 **Reception** \$500.00

Deposits are required to secure the date and protect against any damage to the venue and property. Deposits will be refunded within 10 business days of your event. Cancellations must be made in writing 60 days before your event for full refund.

CATERERS

Full service catering is required for all weddings. All food must be provided through a licensed caterer or restaurant. Vendors are responsible for providing licensed staff for service and cleanup. Service staff must stay until all aspects of food service are complete and cleaned up. A Certificate of Insurance and a contract between the vendor and Rental Host must be provided 30 days prior to the event date. Friendship Park Conservatory does not have a commercial kitchen. MPPD will provide a prep area, water, electricity and ice. Please see catering guidelines for more detailed information. **MPPD is not responsible for any food setup, service or breakdown.**

BAR OPTIONS

All alcoholic beverages and bartenders must be provided through MPPD as we hold our own liquor license. Bar options must be approved two weeks before event. Guests may bring in their own non-alcoholic beverages. Rental Host is responsible for set up, service and cleanup of any beverages brought in. **NO OUTSIDE ALCOHOL MAY BE BROUGHT INTO THE CONSERVATORY. NO ALCOHOL MAY BE TAKEN OUT OF THE CONSERVATORY.** All bar service ends 30 minutes prior to the end of the event.

Full Open Bar:

Premium liquors, Beer, Wine, Soda and Bottled Water: \$15.00 per person/per hour + tax

Limited Open Bar:

Beer, Wine, Soda and Bottled Water: \$12.00 per person/per hour + tax

Master Tab Bar:

Full open bar with tab paid at the end of the event. Credit card on file required. \$500 minimum required or \$50 bar set up fee will be applied to the host bill.

Cash Limit Bar:

Open bar until the event hits a set dollar amount. Cash bar after the limit is reached.

Cash Bar:

Guests pay for individual drinks. \$500 minimum required or \$50 bar set up fee will be applied to the host bill.

Champagne Toast or full bottles of wine on each dinner table: \$17.00 each + tax

DECORATIONS

Decorations are allowed as long as they do not cause damage to the venue (no nails, holes or tape that causes damage to paint or surfaces). No confetti, glitter or rice is allowed. Balloons are allowed as long as they are anchored down and removed from the venue at the end of the event. No open flames are allowed. Candles must be in a votive or hurricane. Sparklers are only allowed on the outside front walk of the Conservatory.

DJs, MUSICIANS & MUSIC

DJs and musicians are allowed in the Conservatory. Please have them contact the Coordinator to confirm details of your event as well any lighting or electrical requirements. Bluetooth speakers may be brought in. MPPD can provide a microphone and speaker. Please be advised that we cannot play music through our sound system. DJ must end 30 minutes prior to the end of the event.

VENDORS

All vendors, florists, DJs, caterers etc. must be submitted in writing 2 weeks before event. Any deliveries must be approved by the Coordinator before the event. The Conservatory is unable to store items before or after your event. Set-ups and tear-downs by outside contractors must occur during the rental time period as stated in the contract.

SET UP

All events are allotted time to set up for their event. Additional setup time is based on availability. There is a charge for additional set up time. Table set up must be provided one week prior to event.

LINENS

All linen orders must be received two weeks before event to insure delivery. MPPD staff will set up tables and chairs to Rental Host specifications with any linens provided through MPPD. Any linens or chair covers brought in by an outside vendor are the responsibility of the Rental Host and must be removed at the end of the event.

REHEARSAL/EARLY SET UP

Rental Host may arrange setup and rehearsal time the day before the event. Time slots are \$300.00 for 3 hours and are based on availability.

BREAKDOWN AND CLEANUP

All events must end by 11:00 PM. Breakdown must be completed 30 minutes after the end of event. Any items brought in by Rental Host, vendors or guests of the event must be removed by this time. MPPD staff will break

down tables, chairs and bar. Rental Host will be charged for any additional cleanup, breakdown or extended time. We are unable to store items before or after your event.

PAYMENTS & DEPOSITS

Payments can be made any time before your event for any amount. Final payments **MUST** be made two weeks before event date. The security deposit is applied towards your final balance.

What would cause me to lose my deposit? The renter will be held liable for any damage to the building, equipment, furnishings, or grounds incurred during your rental time, including excessive clean up. Any fire alarms caused by an event are subject to a \$200.00 fine and you will be held responsible for any damages. If additional payment is required, the renter agrees to pay within thirty (30) days of the post-rental date. Children must be supervised at all times. No pets are allowed in the Conservatory.

CANCELLATION POLICY

If you need to cancel your event, we must receive full written notice 60 days prior to your event to receive a full refund. If an event is unable to be held due to any restrictions or guidelines, a full refund will be given. Rental Host must agree to comply with any restrictions put in place by MPPD, Executive Orders or the State of Illinois.

CEREMONY REHEARSAL

Ceremony rehearsal available the day before your event if the space and date is available. \$300 for three hours of event time.



395 W. Algonquin Rd.
Des Plaines, IL 60018

847-298-3500

mppd.org

RENTAL POLICIES AND GUIDELINES

- Guests may contract with their own choice of caterer for all food service. A COI must be provided one month prior to the event.
- Food service staff must be provided by the caterer or staffing company. Service staff must check in and out with MPPD staff before leaving. MPPD staff will not be responsible for any portion of food set up, food service or food clean up.
- MPPD staff is responsible for rental of venue and table set up only.
- FPC does not have an accessible kitchen for food prep, cooking or cleanup. All foodservice and breakdown is the responsibility of the caterer or Rental Host and contract must be provided.
- Table setup MUST be provided one week prior to the event. Any day of changes will be the responsibility of the Rental Host. Linen must be ordered two weeks prior.
- Bartender and alcohol must be provided by MPPD.
- No outside alcohol may be brought into the facility by the Rental Host, guests, vendors or caterer for any reason nor can any alcoholic beverages be taken out of the facility by any party. Any outside liquor will be confiscated by MPPD Staff. Continued consumption of outside alcohol will result in termination of event, deposit and any fees paid.
- All bar services will end 30 minutes prior to the event end time.
- All DJ/entertainer services must end at least 15 minutes prior to event end time. If entertainer breakdown time exceeds the vendor exit deadline, the Rental Host will be charged an additional \$200.00.
- The Rental Host and DJ must notify the Coordinator of any additional lighting to be used.
- No confetti, glitter or sparklers are allowed inside the Conservatory. All balloons and decorations must be removed from the venue. Any balloons left behind will be subject to a \$50.00 fine.
- Rental Host must remove all items from the venue 30 minutes after the event ends. MPPD is unable to store items before or after an event.
- Any decorations that are hung on walls or door frames must be secured with blue painters tape; Command hooks or push-pins where applicable. Any marks on the wall, removal of paint and damage to the venue will be the responsibility of the Rental Host.
- Candles in a votive or hurricane container are permitted. Open flames are not. Any fire alarm caused by Rental Host's event is subject to a \$200.00 fine and termination of event and fees paid.
- The Rental Host will be held liable for any damages to the building, equipment, furnishings or grounds (including excessive clean up) incurred during your rental time. If additional payment is required, the Rental Host agrees to pay within 30 days of the post rental date.
- Any fighting, abusive or destructive behavior will result in termination of the event and fees paid.
- Security deposit: \$500.00 required to confirm a date for receptions. Ceremony only \$150.00.
- Cancellation policy: 60 day written notice required in order to receive full deposit refund.
- Rental Host agrees to comply with all restrictions and guidelines put in place by MPPD, any Executive Orders and the State of Illinois.

I, _____ acting as Rental Host have read and will abide by the Rental Guidelines and Policies Outlined in this notice.

Signature

Date

Date of event/rental