



A Facility of the Mt. Prospect Park District

## Wedding Packages

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### **Atrium Ceremony: \$500.00**

Max 20 guests  
1 hour of event time

### **Ceremony Only: \$1,250.00**

Max 100 guests  
2 hours of event time

### **Reception Only: \$3,000.00**

5 hours of event time  
5 hours prior to the event of set up time  
Choice of linen tablecloths, runners and napkins  
Bridal Suite \$500.00

### **Ceremony & Reception: \$4,000.00 (Bridal Suite Included)**

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

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Rental rates include private use of venue or rental space, table and chair setup. Linens included in some packages. FPC 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 Reception 25%**

Deposits are required to secure the date and protect against any damage to the venue and property.

## 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. FPC will provide a prep area, water, electricity and ice. Please see catering guidelines for more detailed information. **FPC is not responsible for any food setup, service or breakdown.**

## BAR OPTIONS

All alcoholic beverages and bartenders must be provided through Mt. Prospect Park District (Friendship Park Conservatory) 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: \$21.00 per person/per hour + tax Min. 2 hours

### **Limited Open Bar:**

Beer, Wine, Soda and Bottled Water: \$18.00 per person/per hour + tax Min. 2 hours

### **Master Tab Bar:**

Full open bar with tab paid at the end of the event. Credit card on file required. \$500 minimum required

### **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: \$24.00 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. FPC 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. FPC staff will set up tables and chairs to Rental Host specifications with any linens provided through FPC. 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 \$400.00 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. FPC 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

Final payments MUST be made 10 days before event date. The security deposit is NON REFUNDABLE. Funds may be transferred to a new date IF rebooking is possible.

**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 \$250.00 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.

## CEREMONY REHEARSAL

Ceremony rehearsal available the day before your event if the space and date is available. \$400 for three hours of event time.



395 W. Algonquin Rd.  
Des Plaines, IL 60018

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847-298-3500

mpppd.org

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# 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 FPC staff before leaving. FPC staff will not be responsible for any portion of food set up, food service or food clean up.
- FPC 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 Mt. Prospect Park District (Friendship Park Conservatory).
- 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 FPC 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. FPC 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 \$250.00 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: 25% required to confirm a date for receptions & ceremony only.
- **CANCELLATION POLICY \*\* Rental Host must provide written notice to cancel within 30 days of the event. Funds may be transferred to a new date IF rebooking is possible.**
- Rental Host agrees to comply with all restrictions and guidelines put in place by Mt. Prospect Park District, 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