

5701 W Jackson

773.287.0856

Columbus Park Refectory



Last Updated September 9, 2015

The Columbus Park Refectory boasts three porticos that fill with sun during the summer.

The grounds, created by the dean of prairie landscape architecture Jens Jensen, contain two natural looking waterfalls, stratified stonework ledges and abundant native plant life.

You and your guests will enjoy the serene country club setting with the chance to dine in a Chicago landmark. Inside, Spanish-influenced architecture, arched entryways, and ornate terra cotta await.

The generous-sized Dance Hall with its magnificent windows overlooks the stunning lagoon and comes complete with a grand piano.

Columbus Park also includes a beautifully landscaped nine-hole golf course plus convenient complimentary parking directly outside!

Event Spaces & Capacity

<i>Location</i>	<i>Measurements</i>	<i>Banquet Capacity</i>	<i>Cocktail Reception</i>
Dining Hall	32'x52'	100	150
Dining Terrace (Outdoor)	44'x33' 23'x12'	80	125
Dance Hall	32'x69'	200	250
South Terrace (Outdoor)	82'x16'	80	125
Pavilion (Covered Outdoor)*	32'x86'	250	300

*Maximum number of people that the Pavilion can accommodate for a wedding ceremony is 250 guests.

Columbus Park Grove 13 may also be available to rent as an additional event space.



Chicago Park District



Rental Rates

Please see the separate rental rate document for current rates and wedding and private event packages.

The following fees are assessed at Columbus Park Refectory: Application Fee, Rental Fee, Maintenance and Set-Up, Security Services, & Refundable Security Deposit.

Based on availability, the use of tables and chairs is complimentary with every rental.

To Book

Temporary date reservations are not available. To reserve Columbus Park Refectory please submit the following:

1) Special Event Venue Application

2) Non-Refundable Reservation Down Payment.

50% of the Rental Fee. The Non-Refundable Reservation Down Payment Fee will be applied towards your Rental Fee. It is non-refundable and non-transferable if reservation is cancelled. All remaining fees are due 180 days prior to the event. If event is within 180 days, remainder of payment is due two weeks after the pending permit is issued.

3) \$35 Non-Refundable Application Fee

Reservations are not secure until all requested fees and documents are received and a permit is issued.

Parking

Complimentary parking is available throughout Columbus Park.

Inventory

Based on availability, the use of tables and chairs is complimentary with every rental. Current inventory includes banquet chairs and a variety of banquet and round tables. Please contact the Special Event Manager for specific information.

Additional Information

CATERING

- All permittees are required to use a caterer from the [Preferred Professional List](#) for ALL FOOD & BEVERAGE (including alcohol). Other than wedding cakes, permittees are not allowed to supply any food or beverage.
- All deliveries, set-up, tear-down, and clean-up must be within reservation time.
- Cost to be determined by caterer.
- A kitchen with a warming oven, ice machine, industrial refrigerator & freezer are available to caterers free of charge.
- Permittees are encouraged to contact Preferred Professionals prior to booking a venue.



EQUIPMENT RENTAL

- All permittees are required to use rental suppliers from the [Preferred Professional List](#) for items such as linens, tableware, tents, etc.
- Cost to be determined by rental supplier.
- Certain rentals can also be coordinated and/or contracted through the caterers.

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 (\$2M if serving alcohol) 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 please contact the Special Event Manager for a recommendation.

ELECTRICITY

- There is limited electrical power available, especially outside. Generators may be rented to meet electrical needs.
- Contact 773.287.0856 for more information.

NON-REFUNDABLE RESERVATION DOWN PAYMENT

- 50% of the Rental Fee. The Non-Refundable Reservation Down Payment Fee will be applied towards your Rental Fee. It is non-refundable and non-transferable if the reservation is cancelled and/or other date or location is requested.

REFUNDABLE SECURITY DEPOSIT

- All events are required to pay a refundable security deposit, as indicated in the fee 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 Chicago Park District Security Officer(s) onsite during events. Cost indicated in fee structure.

MAINTENANCE & SET UP

- Includes basic cleaning of rented areas and set up of available tables and chairs. Cost indicated in fee structure.

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are needed to see this picture.

773.287.0856



Special Event Venues

Berger Park
Broadway Armory
Buckingham Fountain
Columbus Park Refectory
Douglas Park
Garfield Park Conservatory
Humboldt Park
Lincoln Park Conservatory
North Rose Garden
Northerly Island
Ping-Tom Memorial Park
Promontory Point
63rd St. Beach House
South Shore Cultural Center
Tiffany Celebration Garden
WMS Clark Park Boathouse