

344 E. Balbo Drive
773.256.0159

The Tiffany & Co. Foundation Celebration Garden



Last Updated February 27, 2017

In 2008, The Tiffany & Co. Foundation awarded Parkways Foundation a \$1.25 million grant for the transformation of Grant Park's south rose garden into a formal garden and event space adjacent to Buckingham Fountain. Visitors to the garden, which was designed by Douglas Hoerr of Hoerr Schaudt Landscape Architects, will process down a ceremonial promenade bordered by an abundance of colorful blooms, hanging vines, and shaped evergreens.

Visitors to the garden will be surrounded by nearly 12,000 plants, including 270 blooming trees and shrubs, 95 cascading vines, 3,000 spring bulbs, and 7,600 annuals and perennials with white, soft pink, burgundy, purple and silver blossoms.

The garden highlights views of the city's most beloved treasures: Buckingham Fountain, Lake Michigan, and the stunning view of Museum Campus.

Event Spaces & Capacity

Location	Measurements	Capacity
Entire Tiffany Garden	350'x 80'	1,000 (approx)
North Space (inside Garden)	64'x 36'	160
Central Space (inside Garden)	64'x 32'	160
South Space (inside Garden)	55'x 45'	120
Tent Space North of Garden	86' x 117'	600

**Outside Garden Measurements include restricted areas (flower gardens, fountains, statues, etc).*

The Tiffany Garden can comfortably accommodate up to 150 people for both a ceremony and reception inside the Garden. However, the tenting space directly north of the garden can also be utilized to increase capacity.

The Tiffany Celebration Garden is open everyday during Chicago Park District hours (6am-11pm)



Reservations

There are two options for hosting an event at the Tiffany Celebration Garden:

- 1) Full Day Special Event Venue Garden Usage
- 3) Ceremony Only (2 Hour or 4 Hour)

8-Hour Garden Usage

Monday-Thursday	Tiffany Celebration Garden	Friday-Sunday	Tiffany Celebration Garden
Rental Fee	\$3,060.00	Rental Fee	\$4,590.00
Personnel/Labor	\$640.00	Personnel/Labor	\$640.00
<u>Security Deposit</u>	<u>\$1,000.00</u>	<u>Security Deposit</u>	<u>\$1,000.00</u>
<i>Total Due</i>	<i>\$4,700.00</i>	<i>Total Due</i>	<i>\$6,230.00</i>

**Rates Subject to Change*

- *All timeframes include set-up, breakdown, and event time.
- *Tent set-up and breakdown must also be during your timeframe.
- *Additional hours before 11pm can be purchased for \$250/hour.
- *If you would like your event to end at 11pm and your tear-down to occur afterwards, additional hours after 11pm can be purchased for an additional \$500 plus personnel fees.

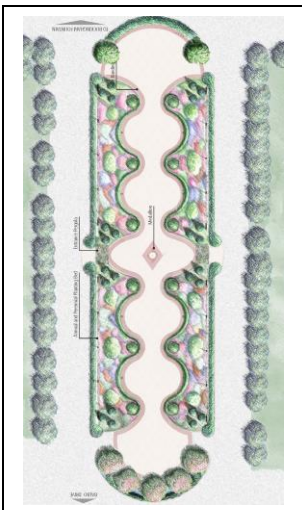
To Book 8-Hour Special Event Venue Garden Usage

We do not issue any temporary holds on any dates. To officially reserve the Tiffany Celebration Garden for a Full Day event rental, we require:

- 1) Special Event Venue Application
- 2) Non-Refundable & Non-Transferable Reservation Down Payment
- 3) \$35 Non-Refundable Application Fee.

The Reservation Down Payment is 50% of the Rental Fee. The Reservation Down Payment will be applied towards your Balance Due, but it is non-refundable if you cancel (no exceptions).

Reservations for Full Day Usage can be taken up to a year in advance.



Wedding Ceremonies (Commemorative Event) in Garden

If you are interested in just performing a ceremony only in the Tiffany Celebration Garden, you need to submit a **2014 Special Event Permit Application for a Commemorative Permit**. <http://www.cpdit01.com/resources/pdf-library/permits.forms/2012%20Special%20Event%20Permit%20Application.pdf>. A Commemorative Permit is required for every type of ceremony on Park District property regardless of size.

There are two different levels of Commemorative Permit for our Tiffany Garden. Level 3 allows you two hours (including set-up and tear-down), and Level 4 allows you four hours (including set-up and tear-down). Event features allowed for Levels 3 & 4 are chairs, 1 trellis, amplified sound, and small tents (15'x15' or smaller) and risers, but no food or beverage is allowed. General Liability Insurance is required for both levels (please contact the Park District if you need a recommendation). More information including the fees can be found in the 2014 Special Event Permit Application, especially on pages 17.

Please note that the Commemorative rates and some policies/procedures for the Tiffany Celebration Garden (Levels 3 & 4) are different than the Commemorative rate for any of our other gardens (Levels 1 & 2).

Basic electrical access is available at the North and Central spaces of the Tiffany Garden.

Availability is not given prior to receiving an application for Commemorative Events. To begin the process, an application along with the \$35 non-refundable Application Fee must be remitted. Applications are processed in the order received, and you will be contacted if your time/date/location is available and what fees/documents/etc are required in order to secure a permit.

Applications for 2014 Commemorative Permits can be submitted starting November 1, 2013. Please visit <http://www.chicagoparkdistrict.com/permits-and-rentals/> for more information

Parking/Transportation

The Park District does not provide parking for the Tiffany Celebration Garden. For approved vehicles, you may be given a limited number of delivery passes to allow vehicles to drive on the Park District pathways to deliver items. Vehicles are not allowed to remain on-site and can never drive or park on the grass.

Inventory

There is no equipment provided for the Tiffany Celebration Garden. All equipment must be rented from our [Preferred Professionals List](#).

Additional Information

CATERING

- All permittees are required to use a caterer from [Preferred Professionals List](#) for ALL FOOD & BEVERAGE (including alcohol). The client is not allowed to supply any food or beverage.
- Cost to be determined by caterer.
- Permittees are encouraged to contact Preferred Professionals prior to booking a venue.



Additional Information Continued

EQUIPMENT RENTAL & TENTING

- All permittees are required to use rental suppliers (including for tenting) from our [Preferred Professionals List](#).
- Cost to be determined by rental supplier.
- Certain rentals can also be coordinated and/or contracted through the caterers.

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 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 two (2) Chicago Park District Security Officers on-site from 3pm-11pm during all Full Day rentals in the garden.
- Cost factored into Personnel/Labor Fee.
- Commemorative/Ceremony Only Events may request a Security Officer to be on-site for \$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 (\$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.
- Please contact us if you need a recommendation or for more information.

ELECTRICITY

- There are two outlets in the garden that may be use for basic electrical needs.
- Generators must be rented for additional electricity.
- Contact Special Event Manager for more information.

Tiffany Celebration Garden
At Buckingham Fountain
344 E. Balbo
312.742.4847



Special Event Venues

Berger Park
Broadway Armory
Buckingham Fountain
Columbus Park Refectory
Douglas Park
Garfield Park Conservatory
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