



## ***Banquet and Rental Information For Bartlett Community Groups***

700 S. Bartlett Road

Bartlett, IL 60103

(630) 540-4800

[www.bartlettparks.org](http://www.bartlettparks.org)

***For all your special occasions: Wedding Receptions, Rehearsal Dinners, Anniversary parties, Corporate Functions, Communion Parties, Bridal & Baby Showers, Holiday Parties, Birthday Celebrations, Reunions and Bar/Bat Mitzvahs***

### ***Reservations***

• A reservation will be secured upon receipt of a signed rental agreement and the appropriate security deposit.

### ***You rental fee includes:***

• A copy of directions to the facility (to duplicate for your invitations), table and chair set up, garbage cans and liners and a Rental Site Supervisor present at your event

### ***The Oak Room offers the following:***

• 160 padded chairs, 16 – 72 inch circular tables (seating 10 guests per table), 2 – six foot tables (suitable for gifts or registration), 6 – eight foot tables (suitable for a buffet or head table) and 1 – 36 inch circular table (suitable for cakes).

*Note: Depending on the number of people attending and desired room set up, the use of all the above furniture may not be possible.*

### ***Options: (at an additional fee)***

- 1 – corded microphone w/ stand -- \$35 flat fee \*volume is one level & not adjustable
- White plastic tablecoverings \$2.00/ea – rectangular; \$2.50/ea – round; table skirts \$5.00/ea for 6 ft & 8 ft tables
- Couch – 4 seats, green cushions, sled base -- \$25 flat fee

### ***Merchant/Vendor Program***

• As a service to our renters, we have compiled a list of Merchants/Vendors to consider for your event. The list includes but is not limited to DJ's, Entertainment, Videography, Travel Planning, Catering and Custom Chocolates & Gourmet Candies.

### ***Bar Service***

• The Bartlett Park District is licensed to provide alcoholic beverages. Neither the renter nor their caterer may bring alcoholic beverages onto Park District property or into the facility. We have five bar packages available: Full Bar Service, Beer, Wine & Pop Service, Cash Bar, Tab Bar or Soda Only Service.

***\*Bartlett Community Center is a smoke-free facility; this includes the Oak Room.***

Revised 5/23/06

# The Oak Room Banquet Rates

## For Bartlett Community Groups

The Oak Room offers many unique options to compliment your event.

The facility is closed New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve. Prices and hours are subject to change

### *Weekday & Evening*

(Monday – Thursday) • Large Group • Rental time: 8am-11:30pm

Includes up to four hours of rental time, plus use of the kitchen, stage and all three sections of The Oak Room. Stage usage is for speakers, a disc jockey or band only. Maximum seating is 160 people. The rental must be completely finished by 11:30pm.

Rental Fee:	\$200
Additional Hours:	\$50
Security Deposit:	\$200



### *Weekday & Evening*

(Monday – Thursday) • Small Group • Rental time: 8am-11:30pm

Includes up to four hours of rental time, plus use of the kitchen and sections 1 & 2 of The Oak Room. Maximum seating is 90 people. The rental must be completely finished by 11:30pm.

Rental Fee:	\$125
Additional Hours:	\$40
Security Deposit:	\$175



### *Saturday Morning/Afternoon OR*

### *Sunday Morning/Afternoon*

*Large Group* • Rental time: 8am-5pm

Includes up to five hours of rental time, plus use of the kitchen, all three sections of The Oak Room and use of the stage for a speakers, disc jockey or band only. Maximum seating is 160 people. The rental must be completely finished by 5pm.

Rental Fee:	\$300
Additional Hours:	\$75
Security Deposit:	\$300
Stage Fee:	Included



# The Oak Room Banquet Rates

## For Bartlett Community Groups

### *Saturday Morning/Afternoon OR Sunday Morning/Afternoon*

*Small Group* • Rental time: Saturday 8am-5pm • Rental time: Sunday 9am-5pm

Includes up to four hours of rental time, plus use of the kitchen and sections 1 & 2 of The Oak Room. Maximum seating is 90 people. The rental must be completely finished by 5pm.

Rental Fee:	\$175
Additional Hours:	\$40
Security Deposit:	\$200



### *Friday Afternoon & Evening OR Sunday Afternoon & Evening*

*Large Group* • Rental time: Friday 12noon to 1am • Rental time: Sunday 9am-1am

Includes up to four hours of rental time, plus use of the kitchen, the stage and all three sections of The Oak Room. Stage usage is for speakers, a disc jockey or band only. Maximum seating is 160 people. Friday and Sunday rentals must be completely finished by 1am.

Rental Fee:	\$300
Additional Hours:	\$75
Security Deposit:	\$300



### *Saturday Evening*

*Large Group* • Rental time: 5pm-1am

Includes up to five hours of rental time, plus use of the kitchen, all three sections of The Oak Room and use of the stage for a speakers, disc jockey or band only. Maximum seating is 160 people. Saturday rentals must be completely finished by 1am.

Rental Fee:	\$425
Additional Hours:	\$75
Security Deposit:	\$300
Stage Fee:	Included

Prices and hours are subject to change.