



Banquet Rental Rates & Information

Create lasting memories by hosting your next special event with the Bartlett Park District. The Oak Room can seat up to 160 guests and is perfect for wedding receptions, rehearsal dinners, showers, anniversary parties, corporate functions, religious celebrations, reunions, and holiday parties!

Bartlett Resident Discount \$50 off rental

For further information or to check availability, please contact Katie Jablonski, Scheduling Manager, 630-540-4895 or kjablonski@bartlettparks.org

Large Group Rentals

Includes use of full Oak Room, including the stage and kitchen. Maximum seating is 160 people
Weekend rentals are required to end by 1:00am.

	Available Hours	Rental Fee	Additional Hours	Security Deposit
Weekday	8:00am-11:30am	\$400/ 4 hours	\$75	\$200
Saturday or Sunday Morning/Afternoon	8:00am-3:00pm	\$400/ 4 hours	\$75	\$300
Friday Evening	12:00pm-1:00am	\$475/ 4 hours	\$50	\$300
Saturday Evening*	5:00pm-1:00am	\$625/ 5 hours	\$75	\$300
Sunday Evening*	5pm-1:00am	\$475/ 4 hours	\$50	\$300

- *Weekend Evening rates are charged if a Saturday or Sunday Morning/Afternoon rental is scheduled past 3:00pm.*

Small Group Rentals

Includes two sections of the Oak Room and use of the Kitchen. Maximum seating is 90 people.

	Available Hours	Rental Fee	Additional Hours	Security Deposit
Weekday	8:00am-11:30am	\$350/ 4 hours	\$50	\$175
Saturday or Sunday Morning/Afternoon	8:00am-3:00pm	\$350/ 4 hours	\$50	\$200

Included in your Oak Room Rental:

- 160 padded chairs
- 16–72" Circular Tables (10 guests per table)
- 2- 6ft. Tables (suitable for gifts or registration)
- 6- 8ft. Tables (suitable for buffet or head table)

Additional Options:

- Corded Microphone with Stand: \$35.00
- MP3 Adapter for Sound System:\$50.00
- Round White Plastic Table Covers: \$2.75each
- Rectangular White Plastic Table Covers: \$2.50/each
- Rectangular Table Skirting: \$5.00/each
- Post Event Clean -Up: Full Room- \$200, Partial Room- \$125

- **Bar Service:** Please visit our website or contact the Scheduling Manager for our current bar package information and rates. Neither the renter nor their caterer may bring alcoholic beverages onto park district property or into the facility.
- The rental will begin/end at the time that is requested. Set up and clean up must be included in the requested rental times.