Around the same time Humboldt Park was being built, Douglas Park (named for Stephen A. Douglas, a United States Senator who helped bring the Illinois Central Railroad to Chicago) was also in the works. Unsurprisingly so, the Douglas Park Cultural & Community Center is almost an exact replica of Humboldt Park Field House. The historic Field House contains many event spaces with terrazzo flooring and grand intricately designed plaster ceilings. A guest favorite is cocktails on the veranda overlooking the lagoon.

Outside, Douglas Park contains gardens, the “Flower Hall”, a formal reflecting pool, swimming pool, lily pools, and acres of breathtaking landscaping.

With both indoor and outdoor options, Douglas Park is the perfect setting for receptions, cotillions, and informal affairs.

### Event Spaces & Capacity

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballroom</td>
<td>225 Seated Dinner (without dance floor)</td>
</tr>
<tr>
<td></td>
<td>175 Seated Dinner (with dance floor)</td>
</tr>
<tr>
<td>Auditorium</td>
<td>120 Seated; 225 Standing</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>120 Seated; 225 Standing</td>
</tr>
<tr>
<td>Terrace</td>
<td>300 Standing</td>
</tr>
<tr>
<td>Club Room/Children’s Gallery</td>
<td>30 Seated (maximum)</td>
</tr>
</tbody>
</table>

Please note that the Field House does offer air conditioning.

You may visit Douglas Park at your convenience during the hours listed below. To reserve the facility or to set up an appointment, please call 773.762.2842.

**Douglas Park Field House General Hours:**
- Monday-Friday: 8am-8pm
- Saturday: 9am-5pm

**Douglas Park Field House Summer Hours:**
- (Mid-June thru Labor Day Weekend)
- Monday-Friday: 8am-8pm
- Saturday: 9am-7:30pm
- Sunday: 11am-7:30pm
**Hourly Rates**

<table>
<thead>
<tr>
<th>Room</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballroom</td>
<td>$100.00</td>
</tr>
<tr>
<td>Auditorium</td>
<td>$125.00</td>
</tr>
<tr>
<td>Gym</td>
<td>$50.00</td>
</tr>
<tr>
<td>Terrace</td>
<td>$50.00</td>
</tr>
<tr>
<td>Club Room/Children's Gallery</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

Two hour *minimum* for Hourly Rates  
Includes use of current inventory of tables and chairs, based on availability  
Hourly Rate may be assessed additional maintenance/set-up fees and security fees depending on event size and length  
Hourly Rate may require a refundable security deposit based upon event activities  
Kitchen may be added to any Room Rental for a flat rate of $50.  
Hours reserved must include set-up, event, and tear-down time  
All events, including tear-down, must conclude by 11pm  
A $35 Application Fee is due at time of securing reservation

**Package Rates**

- **Field House Only**
  - *Includes Ballroom (or Auditorium), Outdoor Terrace, Kitchen*
  - 8 hour usage, including set-up and tear-down
  - Rental Fee: $1,000
  - Security Deposit: $250
  - Maintenance/Set-up: $75
  - Security: $240
  - TOTAL: $1,565

**Birthday/Shower/Repast Rates**

- *Includes Kitchen for Field House Events*
- 4 hour usage including set-up and tear-down
- Security and/or security deposit may be required based upon event activities

<table>
<thead>
<tr>
<th>Gym Only</th>
<th>Ballroom Only</th>
<th>Auditorium Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Fee</td>
<td>$215</td>
<td>Rental Fee $385</td>
</tr>
<tr>
<td>Maintenance/Set-up</td>
<td>$50</td>
<td>Maintenance/Set-up $50</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$265</strong></td>
<td><strong>$435</strong></td>
</tr>
</tbody>
</table>

All Field House packages include use of current inventory of tables and chairs, based on availability  
Additional hours are added at the standard hourly rates  
Timeframes include set-up, event and tear-down time  
All events, including tear-down, must conclude by 11pm  
Security Officer Fee includes one security officer. Additional officers may be required depending on event activities.  
A $35 Application Fee due at time of securing reservation
To Book Field House

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

1) Special Event Venue Application
2) Non-Refundable Reservation Down Payment. 50% of the Rental Fee or $250, whichever is greater. 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.
3) $35 Non-Refundable Application Fee

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

Wedding Ceremonies (Commemorative Event) Outside in Gardens

If you are interested in performing a ceremony (only) in the gardens or anywhere outside in the Park, please submit a Special Event Application for a Commemorative Permit. A Commemorative Special Event Permit is required for every type of ceremony on Park District property regardless of size. More information including the fees can be found in the Special Event Application. Availability for Commemorative Events is confirmed after an application is received; applications are processed in the order received, and you will be contacted within 14 business days regarding if your time/date/location is available and what fees/documents/etc are required in order to secure a permit.

Parking/Transportation

The Park District does not provide designated parking for Douglas Park events. However, there are several public parking lots in the area.

Inventory

Use of tables and chairs is complimentary with every rental at the Field House. Based on availability, current inventory includes a limited number of plastic and metal folding chairs and a variety of banquet and round tables (approximately 20 of each).

All additional equipment must be rented from our Preferred Professionals. No equipment is available at the Flower Hall.

Please contact Douglas Park for additional information.
Additional Information

FOOD AND BEVERAGE SERVICE
- All permittees are required to use a caterer from 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.
- Permittees are encouraged to contact Preferred Professionals prior to booking a venue.

EQUIPMENT RENTAL
- All permittees are required to use rental suppliers from Preferred Professional List for items such as linens, tableware, tables, chairs, tents, etc
- Cost to be determined by rental supplier.

SECURITY DEPOSIT
- All permittees are required to pay a refundable security deposit, as indicated in the rate schedule. 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
- Permittees are required to have at least one (1) Chicago Park District Security Officer on-site during Package Rate events and may be required to contract security for other events.
- Security Officers are $40/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 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 contact us for a recommendation. Serving alcohol will require an insurance coverage of $2M.

ELECTRICITY
- There is limited electrical power available in the outdoor spaces.
- Contact Douglas Park for more information.

www.chicagoparkdistrict.com/permits-and-rentals/weddings-general-info