

1521 S. Linn White Dr.
773.256.0159

Northerly Island



Chicago Park District

Last Updated January 25, 2017

A true gem located on a 91-acre peninsular piece of land surrounded by Lake Michigan to the south and east and Burnham Harbor to the west, Northerly Island is sure to amaze your guests.

Just southwest of the Museum Campus and directly east of Soldier Field. The Visitor Center is the former terminal building when the area was Meigs Field.

The expansive space also caters to the needs of meeting planners as well as larger scale productions and conventions. This distinctive location is a very exclusive selection for your special event.

Plan a metropolitan event with equal parts iconic skyline and natural oasis that your guests will always remember!

Event Spaces & Capacity

Location	Sq. Ft.	Measurements	Capacity
Visitor Center Main Lobby Area	4163	58'x80'	150 people for a seated dinner with a dance floor 200 people for a seated dinner without a dance floor 400 cocktail reception
Visitor Center 2 nd Floor	1615	59'x32'	40 people for a seated dinner 75 cocktail reception
Tent on Lakefront Lawn	15,000	100'x150'	700 people for a seated dinner 1,500 cocktail reception

The Visitor Center (also referred to as the Terminal Building) is available for rental year round. The Lakefront Tent is seasonal and is available May-October.

Inside the Visitor Center, the second floor landing overlooks the first floor, but there is no elevator access to the 2nd floor.

The clear span tent comes equipped with HVAC units, carpeted flooring, and breath-taking views. A Marquee Tent connects the Visitor Center to the tent. Washroom facilities are available in the Visitor Center.

The Visitor Center is open to the public everyday from 10am-4pm, unless closed for a private event, Chicago Bears home games or any other large event occurring throughout the Museum Campus. Open house is held on the third Thursday of every month from 3pm-6pm, from May through October.



Reservations

At Northerly Island, there are two (2) different options for rentals:

- 1) Visitor Center Only
- 2) Visitor Center & Tent

Visitor Center Only Rate

Monday-Friday 8-Hour Usage	Visitor Center
Rental Fee	\$3,392.00
Personnel/Labor	\$520.00
<u>Security Deposit</u>	<u>\$500.00</u>
<i>Total Due</i>	\$4,410.00

Saturday-Sunday 8-Hour Usage	Visitor Center
Rental Fee	\$3,570.00
Personnel/Labor	\$520.00
<u>Security Deposit</u>	<u>\$500.00</u>
<i>Total Due</i>	\$4,590.00

*8 Hour Rental (3pm-11pm), including set-up, tear-down, deliveries, and pick-ups.

*Additional Hours before 11pm can be purchased for \$250/hour

*Additional Hours past 11pm (for tear-down purposes) can be purchased for \$500/hour

*No outdoor space is included

Visitor Center & Tent Rate

Monday-Friday	Fees
Rental Fee	\$10,175.00
Personnel/Labor (Approx)	\$1,280.00
<u>Security Deposit</u>	<u>\$2,000.00</u>
<i>Total Due</i>	\$13,455.00

Saturday-Sunday	Fees
Rental Fee	\$10,710.00
Personnel/Labor (Approx)	\$1,280.00
<u>Security Deposit</u>	<u>\$2,000.00</u>
<i>Total Due</i>	\$13,990.00

*Additional Set-Up/Tear-Down Day(s) for the tent is assessed at \$3,750.00 between the hours of 9am-5pm.

*\$10,500 rate above includes 8 hours of generator usage for electricity and HVAC.

*Timing allows Set-Up/Deliveries to begin at 9am, Event Time to conclude at 11pm, Tear-down/Pick-ups to conclude at 1am. If approved, any additional time requested must be rented at an additional hourly rate.

To Book

We do not issue any temporary holds on any dates. To officially reserve Northerly Island, we require:

- 1) Special Event Venue Application
- 2) Non-Refundable and 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 and non-transferable.



QuickTime™ and a
TIFF (LZW) decompressor
are needed to see this picture.

Parking/Transportation

The North Parking Lot is a pay-and-display lot that fits approximately 50 cars. Parking Lot Rentals and/or Valet Parking are contracted through Standard Parking. Please contact us for other parking options.

Inventory

You are welcome to use our current inventory free of charge inside the Visitor Center. Currently there are approximately (50) basic plastic folding chairs and (5) 6ft rectangular tables. All other equipment must be rented from our Preferred Professionals.

Additional Information

CATERING

- All permittees are required to use a caterer from [Preferred Professional List](#) for ALL FOOD & BEVERAGE (including alcohol). Other than a wedding cake, the client is not allowed to supply any food or beverage.
- Cost to be determined by caterer.
- Events 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](#).
- Cost to be determined by rental supplier.
- Certain rentals can also be coordinated and/or contracted through the caterers.



Additional Information Continued

Northerly Island
 1400 S. Lynn White Dr.
 773-256-0159



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

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, and not following Chicago Park District policies and procedures.

SECURITY OFFICERS

- All permittees are required to have Chicago Park District Security Officer(s) on-site during all events.
- Number of officers determined by event size and event features.
- Security must be hired for any set-up and/or tear-down days.

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 contact us for a recommendation.

ELECTRICITY

- There is limited electrical power available inside the Visitor Center.
- Generators must be rented for all outside power.
- Contact 773.256.0159 for more information.