

3400 N. Rockwell  
773.248.3966

## WMS Clark Park Boathouse



Chicago Park District

Located at 3400 N. Rockwell in Roscoe Village, Clark Park Boathouse is the first of four new boathouses planned to be built along the Chicago River. The 20,000 square foot, state of the art facility's exterior is richly decorated with a mixture of zinc and slate tiles, lined with timber that wraps the inside of the balconies and base of hanging eaves.

The northern building, features a series of sweeping roof projections, while the south-facing clerestory windows extend up to the edge of the roof, bringing high levels of natural light through the building, but also helping to warm the interior in winter and allow natural ventilation during the summer.

Plan an avant-garde event with equal parts cutting edge architecture and natural oasis that your guests will always remember!

### Event Space & Capacity

Location	Measurements	Square Footage	Seated Dinner	Reception Capacity
Entire Building	N/A	20,000 sq. ft.	180	225

### WMS Clark Park Boathouse

	Entire Building
Rental Fee	\$2550.00
Personnel/Labor	\$480.00
<u>Security Deposit</u>	<u>\$500.00</u>
<i>Total Due</i>	\$3450.00

\*All timeframes include set-up and breakdown.

\*Park District hours are 6am-11pm.

\*Fee includes 8 Hour Usage of the selected rental space (inclusive of set-up and tear-down).

\*Additional hours are \$500.00 per hour

\*Tent set-up and breakdown must also be during your timeframe. Tents (not included in rental fee) must be contracted through our Preferred Vendors.

\*Erg removal requires an additional labor fee of \$500.00



## To Book

Temporary date reservations are not available. To reserve WMS Clark Park Boathouse 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.

## Parking/Transportation

There is limited public parking this facility. Parking is not guaranteed or included in facility rentals. Please consider alternative parking arrangements or providing a shuttle for guests.

## Food and Beverage Service

- All permittees are required to use a caterer from the [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 the [Preferred Professional List](#) for items such as linens, tableware, tents, etc.
- Cost to be determined by rental supplier.
- Certain rentals can also be coordinated and/or contracted through the caterers.

## 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.

## Electricity

There is limited electrical power available, especially outside. Generators may be rented to meet electrical needs.

## Fees

### 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 the reservation is cancelled and/or other date or location is requested.

### REFUNDABLE SECURITY DEPOSIT

- All permittees are required to pay a refundable security deposit, as indicated in the fee structure. 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 SERVICES

All permittees are required to have Chicago Park District Security Officer(s) onsite during events. Cost indicated in fee structure.

### MAINTENANCE & SET UP

Includes basic cleaning of rented areas and set up of reserved tables and chairs. Cost indicated in fee structure.

After initial Non-Refundable Reservation Down Payment, remaining fees are due 180 days prior to event.

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### **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  
63<sup>rd</sup> St. Beach House  
South Shore Cultural Center  
Tiffany Celebration Garden  
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