

1401 S. Sacramento Ave.
773.762.2842

Douglas Park Cultural & Community Center



Chicago Park District

Last Updated February 21, 2017

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

Location	Capacity
Ballroom	225 Seated Dinner (without dance floor) 175 Seated Dinner (with dance floor)
Auditorium	120 Seated; 225 Standing
Gymnasium	120 Seated; 225 Standing
Terrace	300 Standing
Club Room/Children’s Gallery	30 Seated (maximum)

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

Room	Hourly Rate
Ballroom	\$100.00
Auditorium	\$125.00
Gym	\$50.00
Terrace	\$50.00
Club Room/Children's Gallery	\$45.00

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	
<i>Includes Ballroom (or Auditorium), Outdoor Terrace, Kitchen</i>	
<i>8 hour usage, including set-up and tear-down</i>	
Rental Fee	\$1,000
Security Deposit	\$250
Maintenance/Set-up	\$75
Security	\$250
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

Gym Only		Ballroom Only		Auditorium Only	
Rental Fee	\$215	Rental Fee	\$385	Rental Fee	\$470
Maintenance/Set-up	\$50	Maintenance/Set-up	\$50	Maintenance/Set-up	\$50
TOTAL:	\$265		\$435		\$520

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

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.



Flower Hall

Parking/Transportation

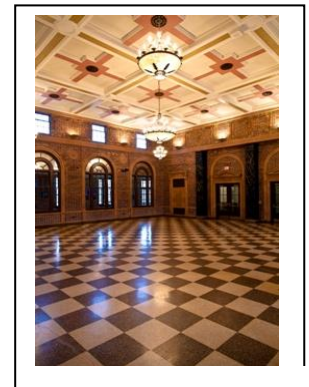
The Park District does not provide designated parking for Douglas Park events. However, there are several public parking lots in the area.

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.



Ballroom



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.

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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
Notherly Island
Ping Tom Memorial Park
Promontory Point
63rd St. Beach House
South Shore Cultural Center
Tiffany Celebration Garden
WMS Clark Park Boathouse