

1700 S. Wentworth  
312.225.3121

## Ping-Tom Memorial Park



Chicago Park District

The Chicago Park District's Ping-Tom Memorial Park is located at 1700 S. Wentworth in the Greater South Loop area, and is just a short distance from some of Chicago's most eclectic neighborhoods, including Chinatown, Bridgeport, Bronzeville and Pilsen. Guests will enjoy bright and airy panoramic views of Willis Tower, the Hancock Building, and beautifully landscaped rolling green from the 2<sup>nd</sup> story Skyline Patio that is perfect for entertaining.

The 30,000 sq. ft. facility houses two club rooms, great for hosting meetings, intimate gatherings and a terrace for grand celebrations.

The stylish boathouse is outfitted with Gold LEED targeted features such as geothermal energy for heating and cooling, low flow water conservation, and a green rooftop with a rainwater harvesting system. Plan a metropolitan event with equal parts iconic skyline and natural oasis that your guests will always remember!

### Event Space & Capacity

Location	Measurements	Square Footage	Seated Dinner	Reception Capacity
Skyline Patio	55' x 75'	4,125 sq. ft.	150	200

### Ping-Tom Memorial Park Rental Rates

	<b>Skyline Patio</b>
Rental Fee	\$1670.00
Personnel/Labor	\$420.00
<u>Security Deposit</u>	<u>\$500.00</u>
<i>Total Due</i>	\$2590.00

- \*All timeframes include set-up and breakdown.
- \*Park District hours are 6am-11pm.
- \*Fee includes 8 Hour Usage of the Skyline Patio (inclusive of set-up and tear-down).
- \*Additional hours are \$200.00 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.
- \* Use of tables and chairs is complimentary with every rental.



## To Book

Temporary date reservations are not available. To reserve Ping-Tom Memorial 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.

## 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.

## Inventory

Use of tables and chairs is complimentary with every rental. Based on availability, current inventory includes event chairs and a variety of banquet, cabaret, and high boy tables. Please contact the Park Supervisor for specific information.

## 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.
  - The Prep area on The Skyline Patio is available for caterers to use free of charge.
  - Permittees are encouraged to contact Preferred Professionals prior to booking a venue.
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## 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  
WMS Clark Park Boathouse