

5491 S. Lake Shore Dr.  
773-256-0159

# Promontory Point



Chicago Park District

*Last Updated March 16, 2018*

Come and see what the renowned designer Daniel Burnham envisioned when he created the plans for Promontory Point.

In 1933-34 this site was home to Chicago's second World's Fair.

This quaint building provides crystal clear skyline views and is surrounded by heavenly meadows. The magnificent French doors open onto stone verandas just steps from Lake Michigan. The exposed brick interior along with the historic architecture make this cozy water-front site a must see.

The opportunity to make use of the indoor space in conjunction with the open-air verandas has lured many meetings, social gatherings, and weddings to this lakeside locale. Plan a secluded lakefront affair that combines the charm of a rustic farmhouse with the timeless beauty of a countryside castle.

## Event Spaces & Capacity

Location	Sq. Ft.	Measurements	Capacity
Field House	1848	33'x56'	80 people for a seated dinner with a dance floor 100 people for a seated dinner without a dance floor 150 cocktail reception
Lakefront Patio	1340	20'x 67'	100 people for a seated dinner 120 cocktail reception
Front Patio	1344	24'x56'	100 people for a seated dinner 120 cocktail reception
Catering Prep Area	400		

\*Note: Promontory Point can only accommodate a maximum of 150 guests with the understanding that the event would need to contract tenting for at least one of the patios.

Promontory Point is a seasonal facility open May-October. The building does not offer air conditioning, although heat is available in May - October, if necessary. Open Houses to view the venue are bi-monthly on Wednesdays from 4pm-6pm, from May through October.

The restrooms at Promontory Point are considered to be a "comfort station", which means the public has access to the restrooms during your event (via separate doors from the outside of the building that lead directly to the restrooms). However, the personnel/labor fee provides you an attendant and a security officer. The attendant insures that the restrooms and grounds remain clean regardless of who uses them. The security officer insures that the public does not disturb your event.



## Reservations

### Promontory offers three timeslot options:

- 10am-2pm for Wedding Ceremonies Only or Wedding/Baby Shower
- 3pm-11pm for Receptions
- Noon-11pm for Ceremony & Reception (based on availability)

**Timeframes are inclusive of set-up, tear-down, event time, deliveries & pick-ups.** With these timeframes all events, including tear-down, must conclude by 11pm.

**Additional hours:** \$225/hour

**11pm-Midnight Hour:** You may purchase the 11pm-Midnight hour for tear-down/pickups only (guests must be out of the facility by 11pm and tear-down must be completed by Midnight) for \$325.

### 10am-2pm Timeframe:

- Additional hours prior to 10am may be available, but additional hours after 2pm are *not* available for purchase.
- Brunches and wedding/baby showers may book this timeslot as long as additional hours are purchased prior to 10am.
- For ceremonies only, the actual ceremony must be scheduled to begin no later than Noon.

**3pm-11pm Timeframe:** may only purchase a minimum of 3 additional hours (to become a Noon-11pm reservation).

### Tenting:

- If you would like the option to tent one or both of the patios, you are required to book Noon-11pm for tenting one patio or 11am-11pm for tenting both patios.
- With approval & based on availability, the tent may be removed the next morning at 6am as long as the event accepts full liability for the tent overnight and inside access is not required.

**Rehearsal Time:** Rental fees do not include rehearsal time. Rehearsal time may be reserved for \$225/hour plus Personnel/Labor Fees.



## To Book

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

- 1) **Special Event Venue Application**
- 2) **Non-Refundable/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 if you cancel (no exceptions).

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

## Parking/Transportation

The Park District does not provide designated parking for Promontory Point. However, there is a public pay-and-display parking lot in addition to street parking west of Lakeshore Drive. Although there are no public roads that access Promontory Point, permittees will be given a maximum of five (5) delivery passes to allow vehicles to drive on the Park District pathways to deliver items or to shuttle guests to the venue. Vehicles are not allowed to remain on-site and can never drive or park on the grass. The underpass to Promontory is small, so only small vehicles can fit.

## Inventory

Events are welcome to use our current inventory free of charge. Currently, there are approximately (15) 72" round banquet tables, (60) steel-back grey folding chairs, (8) 6ft rectangular tables, (150) white garden chairs, various sized teak wooden benches that seat approximately 40 people, and an industrial refrigerator. Events must set-up and tear-down the equipment. All other equipment must be rented from our Preferred Professionals.



*Tented Lakefront Patio*

## Additional Information

### CATERING

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



### DÉCOR

- Because of Promontory's historic nature, all décor must be approved by the Chicago Park District.
- No nails, hooks, tape, glitter, balloons, or confetti may be used.
- Sparklers are strictly prohibited.
- No ladders are provided. Any décor requiring a ladder taller than 6 feet must use a Production Company from our List, assuming the décor has been approved by the Chicago Park District.

### SECURITY DEPOSIT

- All permittees are required to pay a refundable security deposit, as indicated in the rate structure. The amount will be refunded approximately 30-45 days concluding the event as long as there is no damage to the

## Additional Information Continued

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 OFFICERS

- All permittees are required to have at least one (1) Chicago Park District Security Officer on-site during all events. (2) Security Officers are required on Memorial Day and Labor Day weekends, additional personnel fees may be assessed.
- Cost factored into Personnel/Labor Fee (with the exception of Memorial Day and Labor Day weekends).

### ATTENDANTS

- All permittees are required to have an Attendant on-site during the event. The Attendant will help periodically clean the facility (including the restrooms) during your event and will be an on-site contact. However, all set-up and tear-down must be done by you and/or the caterer.
- Cost factored into Personnel/Labor Fee.

### 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. Please contact us if you need a recommendation or for further information.

### ELECTRICITY

- There is limited electrical power available, which is sufficient for basic

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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