



Lake Katherine Nature Center and Botanic Gardens
 7402 West Lake Katherine Drive
 Palos Heights, Illinois 60463
 Phone (708)361-1873 Fax 708-361-2978

Rental Fee Schedule

E.G. Simpson Clubhouse - capacity 100

<u>Category</u>	<u>Time</u>	<u>Resident Rate</u>	<u>Non-resident Rate</u>
Weekday (3-hour min)	Monday-Thursday	\$50.00/hour	\$75.00/hour
Weekend (3-hour min)	Friday & Sunday	\$100.00/hour	\$125.00/hour
Weekend (4-hour min)	Saturday	\$125.00/hour	\$150.00/hour
Holiday (4-hour min)	Based on availability	\$175.00/hour	\$200.00/hour

Brigid O'Malley Auditorium - capacity 130

<u>Category</u>	<u>Time</u>	<u>Resident Rate</u>	<u>Non-resident Rate</u>
Weekday (3-hour min)	Monday-Thursday	\$50.00/hour	\$75.00/hour
Weekend (3-hour min)	Friday & Sunday	\$75.00/hour	\$100.00/hour
Weekend (4-hour min)	Saturday	\$100.00/hour	\$125.00/hour
Holiday (4-hour min)	Based on availability	\$175.00/hour	\$200.00/hour

One hour for setup and one hour for clean up are included at no charge. Additional setup time is charged at \$50 per hour.

Other Fees:

Building Security Deposit: \$250.00

Liquor Liability Insurance: \$150.00

Sound System (Available in the Clubhouse): \$50.00

TV/VCR/DVD (Available in the Auditorium): \$50.00

Photography Permit Fee: \$75.00 per hour

Wedding Ceremony- Deposit: \$100.00

- Waterfall, School House Arch and Clubhouse Lawn: \$200.00 per hour

Festival Grounds - Deposit \$250.00

- With use of Clubhouse \$2,500
- Without use of Clubhouse \$1,500

NSF Check Fee: \$25.00

Date Change: \$50.00

Cancellation: 30+days before event: lose 1/2 of deposit. Less than 30 days: lose full deposit.

Please contact Bridget Provost at Lake Katherine for more information: (708) 361-1873

Lake Nature Center and Botanic Gardens

Rental Terms and Conditions

Building Rental

1. This EG Simpson building can accommodate up to 100 people for an intimate event. The Brigid O'Malley Auditorium can manage events of up to 130 people.
2. A driver's license or state issue ID card is required for rental. It will also need to be shown on the date of the rental to the building supervisor.
3. A \$250 refundable deposit is required to secure a rental date. Deposit is refundable provided all clean up requirements (garbage removal and general cleanup) are met and no damage is done to the facility. Recycling receptacles are provided. Please recycle aluminum cans and glass bottles.
4. Cancellation of a scheduled date with 30+ days before the event will result in a loss of 1/2 the deposit. Cancellation with less than 30 days before the event date will result in a loss of the full deposit. A change of event date will result in a fee of \$50.
5. Full payment of all rental fees must be made two weeks prior to rental.
6. Alcohol may only be served if the renter secures a liquor liability insurance policy. A policy can be purchased through Lake Katherine Nature Center and Botanic Gardens for a cost of \$150. No alcohol is permitted on the preserve grounds.
7. All buildings at Lake Katherine are smoke-free.
8. One hour for setup and one hour for cleanup are allowed at no cost for each rental. Additional setup time can be purchased at \$50 per hour for each uninterrupted hour before the start of the event, based on availability.
9. Facility Rentals are not allowed past midnight; cleanup must be completed by 1:00 a.m. A fee of \$15 per quarter hour will be charged against the security deposit after 1:00 a.m.
10. Clubhouse and Auditorium rentals are allowed a free one-hour photo permit upon request.
11. All renters must be **21** years or older. Groups consisting of a majority of attendees under the age of 21 years old must provide one adult chaperone for every 15 minors present. A list of chaperones must be provided prior to the start of the rental. Absolutely no alcohol may be served to minors-violations will be reported immediately to the police department and may lead to immediate eviction from the facility and loss of security deposit. No refunds will be made.

Photography Permits

1. A fee of \$75 is charged for a one-hour period.
2. Timeslots begin and end on the hour.
3. In case of inclement weather, a refund request form must be submitted within five business days of the scheduled permit time. No other refunds will be issued.
4. **NO ALCOHOL PERMITTED** - individual violators are subject to a \$150 fine.
5. Wedding parties are asked to be prompt and to show consideration to wedding parties scheduled before and after them.
6. Please keep in mind that Lake Katherine is open to the public and privacy cannot be guaranteed.

Wedding Ceremony Permits

1. Select areas of Lake Katherine are available for Wedding Ceremonies at a rate of \$200 per hour.
2. A \$100 refundable deposit is required to secure a rental date. Deposit is refundable provided all clean up requirements (garbage removal and general cleanup) are met and no damage is done to the facility.
3. Cancellation of a scheduled date with 30+ days before the event will result in a loss of 1/2 the deposit. Cancellation with less than 30 days before the event will result in a loss of the full deposit. A change of event date will result in a fee of \$50.
4. Full payment of all rental fees must be made two weeks prior to rental.
5. One hour for setup and one hour for cleanup are allowed at no cost for each rental. Additional setup time can be purchased at \$50 per hour for each uninterrupted hour before the start of the event, based on availability.
6. A wedding rehearsal at the wedding site is included in the cost of the wedding ceremony. The participants may hold rehearsals on most days during the week before the ceremony, provided there are no scheduling conflicts with the use of the wedding site. If you plan to rehearse, your plans must be discussed with the Lake Katherine staff and a specific reservation must be set up.
7. No food or drink may be served.
8. All decorations and incidentals that you supply for the wedding must be removed within the allotted 1 hour clean up time. Rental equipment provided by your rental company, such as chairs, arches, etc., must be removed within a pre-agreed time subject to determination by Lake Katherine staff.
9. Please keep in mind that Lake Katherine is open to the public and privacy cannot be guaranteed.