

## Bar/ Beverage Package Information



The Bartlett Park District is licensed to provide alcoholic beverages. We have several bar package options to meet the needs of your event. Please review our Bar Package Rate sheet for further information - [www.oakroombanquet.org](http://www.oakroombanquet.org). Neither the renter or the caterer is allowed to bring alcoholic beverages onto Park District Property. A minimum of 40 guests is required for bar service.

## Vendor Information

As a service to our renters we have compiled a Vendor List of services that are familiar with the facility. Please see our Vendor List for more details.

## Kitchen

- Coffee brewer (bring your own coffee)
- Icemaker
- Convection oven
- Microwave
- Warming stoves
- Sinks
- Large capacity refrigerator and freezer
- Pass through serving window to Oak Room



## Stage

- 3 1/2 feet raised stage for DJ's, bands, and performances. Not for seating.
- Large screen (LCD and laptop not included)
- Darkening shades on windows
- Dance floor
- Coat room

## Facility Rental Procedures

1. To request a rental you must fill out the Rental Request form completely and return it to the Bartlett Park District.
2. The Bartlett Park District Scheduling Manager will review the request. If it is approved, you will receive a Rental Confirmation and Rental Agreement.
3. If the request is denied, we will contact you as soon as possible.
4. The renter is required to read and sign the Facility Rental Agreement found on [www.oakroombanquet.org](http://www.oakroombanquet.org) and return it with their payment.



[www.oakroombanquet.org](http://www.oakroombanquet.org)  
700 S. Bartlett Road  
630-540-4800  
Revised 4/26/2023

# Banquet & Rental Information



A FACILITY OF THE BARTLETT PARK DISTRICT

700 S. Bartlett Road  
Bartlett, IL 60103

Phone: 630-540-4800

Fax: 630-540-4870

[www.oakroombanquet.org](http://www.oakroombanquet.org)

# The Oak Room

## Creating Lasting Memories . . .

The Bartlett Park District's Oak Room is the perfect place for wedding receptions, rehearsal dinners, showers, corporate functions, Half-Sarees, funeral/memorial luncheon, birthday parties, Quinceañeras, religious/spiritual functions, and more. The Oak Room offers many unique options to compliment your event.

A full room rental includes space to seat 160 people banquet style and 240 theater style and use of the stage and kitchen.

When you reserve the Oak Room your rental includes the following\*:

- Padded banquet chairs
- 72" round tables (seats 10 guests)
- 2- 6 ft. tables
- 6- 8 ft. tables
- 36" round cake table
- Table & chair set up
- Garbage cans & liners
- Wi-Fi access
- Rental supervisor present at your event

**\*Note:** Depending on the number of people and desired room set up, the use of all the above furniture may not be possible.

## Price List

	Hours Available	Rental Fee	Extra Hours	Security Deposit**
Monday - Thursday	8am-9pm	\$550/ 4 hours	\$100/ per hour	\$200
Friday	8am-12am	\$650/ 4 hours	\$100/ per hour	\$300
Saturday	8am-3pm* *Rentals past 3pm are at higher rate	\$650/ 4 hours	\$100/ per hour	\$300
Saturday	3pm-12am	\$950/ 5 hours	\$100/ per hour	\$300
Sunday	8am-10pm	\$650/ 4 hours	\$100/ per hour	\$300

**\*\*All deposits are refundable pending condition of the facility and requirements of contract being met.**

The facility is closed on the following holidays: New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

## Additional Options

Round white plastic table covers	\$4 each
Rectangular white plastic table covers	\$4 each
Skirting white plastic rectangular tables only	\$6 each
Microphone with stand	\$35
Couch (4 seats with green cushions)	\$35

Bose blue tooth sound system	\$50
Projection + screen use	\$50
Post clean up service (full room)	\$200
Extra table fee for banquets 161-180 people	\$200

If you would like to reserve the space for your next event, please visit the Bartlett Community Center to pick up the Oak Room Facility Request form or download from [www.oakroombanquet.org](http://www.oakroombanquet.org).

To check availability or for further information, please contact:

**Scheduling Manager:** 630-540-4895    [nserritella@bartlettspark.org](mailto:nserritella@bartlettspark.org)