

Bar/ Beverage Package Information

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 more information – oakroombanquet.org. Neither the renter nor 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

- 2 Coffee brewers (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 ½ 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, please complete the fillable online **Rental Request Form**.
2. **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 oakroombanquet.org and return it with their payment.



Scan
QR code
for more
information.



Banquet & Rental Information



700 S. Bartlett Road, Bartlett, IL 60103
630-540-4800 • oakroombanquet.org

The Oak Room

Creating Lasting Memories . . .

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

***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	\$650 / 4 hours	\$100 / per hour	\$200
Friday	8am–12am	\$800 / 4 hours	\$120 / per hour	\$350
Saturday	8am–3pm* *Rentals past 3pm are at higher rate	\$800 / 4 hours	\$120 / per hour	\$350
Saturday	3pm–12am	\$1250 / 5 hours	\$120 / per hour	\$350
Sunday	8am–9pm	\$800 / 4 hours	\$120 / per hour	\$350

**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	Blue tooth	\$60
Rectangular white plastic table covers	\$4 each	Projection screen	\$20
Skirting white plastic rectangular tables only	\$6 each	Post Cleanup service (full room)	\$225
Microphone with stand	\$40	Extra table fee for 161–200 people	\$200
Couch (4 seats with green cushions)	\$35		

If you would like to reserve the space for your next event, please visit **Bartlett Community Center** to pick up the **Oak Room Facility Request Form** or download from oakroombanquet.org.

To check availability or for further information, please contact:
Scheduling Manager: 630-540-4895 nserritella@bartlettsparks.org