LAKE KATHERINE
NATURE CENTER & BOTANIC GARDENS
7402 West Lake Katherine Drive
Palos Heights, Illinois 60463
Phone 708-361-1873 Fax 708-361-2978

Building Rentals

E.G. Simpson Clubhouse - Capacity 100

Category	Time	Mar. 1 - Oct. 31	Nov. 1 - Feb. 29th
Weekday (3-hour min)	Monday-Thursday	$100.00/hour	$75.00/hour
Weekend (3-hour min	Friday & Sunday	$150.00/hour	$100.00/hour
Weekend (4-hour min)	Saturday	$175.00/hour	$125.00/hour
Holiday (4-hour min)	Based on availability	$225.00/hour	$225.00/hour

Brigid O'Malley Auditorium - Capacity 130

Category	Time	Mar. 1 - Oct. 31	Nov. 1 - Feb. 29th
Weekday (3-hour min)	Monday-Thursday	$100.00/hour	$75.00/hour
Weekend (3-hour min)	Friday & Sunday	$125.00/hour	$100.00/hour
Weekend (4-hour min)	Saturday	$150.00/hour	$125.00/hour
Holiday (4-hour min)	Based on availability	$225.00/hour	$225.00/hour

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

Outdoor Events

Festival Grounds

- Deposit $250.00
- With use of Clubhouse $2,500.00
- Without use of Clubhouse $1,500.00

Wedding Ceremony

- Deposit: $100.00
- Anniversary Garden, Waterfall, School House Arch: $250.00 per hour
- One hour for set-up and one hour for clean-up are included at no charge. Additional set-up time is charged at $50 per hour.

Photography Permit

- $100.00 per hour

Other Fees Include:

- Building Security Deposit: $250.00
- Liquor Liability Insurance: $150.00
- Sound System (Available in the Clubhouse): $50.00
- Audio/Visual System (Available in the Auditorium): $50.00
- NSF Check Fee: $25.00

Please contact Bridget.Provost@LakeKatherine.org for more information or phone (708) 361-1873

Rates and conditions subject to change without notice. Effective 2/1/2016 per G.B.

Lake Katherine Nature Center & Botanic Gardens
Rental Terms and Conditions

Building Rental

1. This EG Simpson building can accommodate up to 100 people. The Brigid O'Malley Auditorium can accommodate up to130 people.
2. A driver's license or state issue ID card is required for rental.
3. A $250 refundable deposit is required to secure a rental date. Deposit is refundable provided clean-up check list has been completed and no damage has been done to the facility. The use of balloons is prohibited. 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 ½ 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 $150. Alcohol is not permitted on the preserve grounds.
7. All buildings at Lake Katherine are smoke-free.
8. You are given the hour directly before your event to decorate and the hour directly after to clean up at no charge. If you need more time you can purchase the time for an additional $50 for each uninterrupted hour before your free hour.
9. Extra equipment/furnishings are left in the room; if you move them you are responsible for putting them back.
10. Facility Rentals are not allowed past midnight; clean-up 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.
11. Clubhouse and Auditorium rentals are allowed a free one-hour photo permit upon request.
12. 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 $100 is charged for a one-hour period.
2. Permit does not guarantee access to specific locations at Lake Katherine.
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. **The buildings for bathroom use are not included in the rental agreement**. Please keep this in mind when planning for your day. The Nature Center is available only during normal business hours which are Monday-Friday 9a-5p Saturday 10a-4p.
5. **ALCOHOL IS NOT PERMITTED** - individual violators are subject to a $250 fine.
6. Wedding parties are asked to be prompt and to show consideration to wedding parties scheduled before and after them.
7. 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 $250 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 clean-up) are met and no damage is done to the facility. The use of balloons, fake flower petals, or littering of any kind, is prohibited.
3. Cancellation of a scheduled date with 30+ days before the event will result in a loss of ½ 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.
4. **Use of the buildings (for bathroom use, walking out of, or getting ready) is not included in the ceremony rental agreement.** Please keep this in mind when planning for your day. The Nature Center is available only during normal business hours which are Monday-Friday 9a-5p Saturday 10a-4p.
5. Full payment of all rental fees must be made two weeks prior to rental.
6. One hour for set-up and one hour for clean-up are allowed for each rental. Additional set-up time can be purchased at $50 per hour for each uninterrupted hour before the start of the event, based on availability.
7. A wedding rehearsal at the wedding site is included in the cost of the wedding ceremony. The participants may hold rehearsals on most days Monday through Thursday 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.
8. Food or drink may not be served.
9. All decorations, chairs, arch and any other incidentals that you supply for the wedding must be removed within the allotted 1 hour clean-up time.
10. Please keep in mind that Lake Katherine is open to the public and privacy cannot be guaranteed.

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