

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. 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

- 2 Coffee brewers (bring your own coffee)
- Ice maker
- 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 and return it with their payment.



www.oakroombanquet.org
700 S. Bartlett Road
630-540-4800

Revised 3/22/2022

Banquet & Rental Information



700 S. Bartlett Road
Bartlett, IL 60103

Phone: 630-540-4800

Fax: 630-540-4870

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-10pm | \$490/ 4 hours | \$75/ per hour | \$200 |
| Friday | 8am-1 am | \$590/ 4 hours | \$90/ per hour | \$300 |
| Saturday | 8am-3pm* *Rentals past 3pm are at higher rate | \$590/ 4 hours | \$90/ per hour | \$300 |
| Saturday | 3pm-1 am | \$865/ 5 hours | \$90/ per hour | \$300 |
| Sunday | 8am-10pm | \$590/ 4 hours | \$90/ 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 | \$3 each |
| Rectangular white plastic table covers | \$3 each |
| Skirting white plastic rectangular tables only | \$5.50 each |
| Microphone with stand | \$35 |
| Couch (4 seats with green cushions) | \$25 |

| | |
|---|-------|
| MP3 sound system adapter | \$50 |
| Projection + screen use | \$50 |
| Post clean up service (full room) | \$200 |
| Extra table fee for banquets 161-180 people | \$150 |

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.

To check availability or for further information, please contact:

Scheduling Manager: 630-540-4895 nserritella@bartlettspark.org



Alcohol & Soft Drink Selections

| | |
|----------------|--|
| Wine | Cabernet, Merlot, White Zinfandel, Rosé, Champagne |
| Domestic Beer | Miller Lite, MGD |
| Premium Beer | Corona, Modelo, |
| Well Liquor | Whiskey, Bourbon, Gin, Vodka, Scotch, Rum, Brandy, Sweet & Dry Vermouth |
| Premium Liquor | Glenlivet, Patron, Hennessy, Johnny Walker Black, Grey Goose, Irish Gunpowder Gin |
| Soft Drinks | Pepsi, Diet Pepsi, Sierra Mist |
| Hard Seltzer | White Claw |

Full Service Open Bar Package *Eligible for discounts*

| | |
|------------------------------------|--------------------|
| Three Hours | \$13.50/per person |
| Four Hours | \$14.50/per person |
| Each Additional Hour | \$2/per person |
| Premium Liquor/Imported Beer extra | \$2/per person |

Full Service Cash/Tab Bar Package

| | |
|-----------------------------|---------|
| Mixed Drinks | \$8 |
| Premium Mixed Drinks | \$10.50 |
| Wine | \$7.50 |
| Domestic Beer | \$4 |
| Premium Beer & Hard Seltzer | \$6 |
| Soft Drinks | \$1.50 |

Additional Fees: \$300 minimum & \$100 set up fee for Tab/Cash Bars.

19% Service Charge not included in pricing above.

Includes: Ice, quality plastic glasses, mix, bar fruit, supplies.

Misc: Alcoholic drinks must be purchased at the bar. Blended drinks are unavailable.

Minimum of 40 guests required. No charge for under 21 open bar attendees, 60 minimum adult attendees