

# Hopkins Park Lower Level



## 2024 Room Rates:

<b>May through October</b>	\$350 Friday - Sunday
<b>November, January-March</b>	\$250 Friday-Sunday
<b>December and April</b>	\$300 Friday-Sunday

*4-hour event maximum; additional time is allotted for decorating, etc...*

<b>Weekdays (Mon - Thurs)</b>	\$200
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**Bar Service:** \$75  
(Sets up cash bar and covers license, insurance, and staffing cost)



## Tables:

- Round, 60-inch diameter, seating for 8 people.
- Rectangle, 8 feet long (2 for the buffet, 1 for gifts, 1 for DJ, etc.)
- Table linens are \$7.00 - \$9.00 per table.
- Skirting is \$17.00 per 8ft table.
- 30-inch high-top tables are \$5.00 per table.

*Outside linens are allowed.*



## Chairs:

- High back, neutral fabric covered.
- Chair Covers \$0.75 - \$1.50 each.

## Set-Up:

- Tables and chairs will be set up 2 hours prior to your event, at which time you may attend to the room (decorate). If the room is not booked on the day prior to the rental, the set-up will be completed by noon, at which time you may attend to the room (decorate).
- Decorations are limited to **table arrangements, window frames, and independent structures.**
- The room is open and staffed 2 hours prior to your scheduled event.
- A \$150.00 cleaning deposit is collected before your event. The renter is responsible for cleaning and returning the area to a condition equal to when it was entered. If the area is found otherwise, the DeKalb Park District reserves the right to retain all or a portion of the cleaning deposit.

## Catering:

- All food for events must be prepared offsite. You are free to use any caterer you wish at the Hopkins Park Lower Level. Most of the caterers and restaurants in the area are familiar with the facility. No refrigeration is available.
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## Bar

- The bar may operate as a cash bar, open bar, or a combination of the two (for example open on beer, wine and pop, cash on everything else). Any open bar arrangements must be made at least 2 weeks prior to the contracted date. Underage consumption of alcoholic beverages will not be tolerated. Two forms of identification will be required by those people in question. The following is information regarding bar pricing and options.
- **For all cash bars there is a required sales minimum that is determined by the number of guests expected to attend. If this minimum is not met, the credit card on file will be charged for the remaining balance. All bar events will have bar sales minimum of \$100.**  
(Prices are subject to change)
- **Bar Package information packets are available upon request.**
- **The bar will close 30 minutes before the end of your event.**

## Standard Bar Prices (prices are subject to change)

- Soda: \$1.00 per glass.
- Canned Beer: \$3.00 per can.
- Wine (single serve bottle): \$5.00 per glass.
- Mixed Drinks: Prices vary \$6.00 - \$9.00 per glass.
- Corkage Fee (wine or champagne only): \$5.00 per bottle. (750 mL or 1 L bottles)

## Bar Packages

### **Standard Bar:**

- \$19.00 Per Person
- 6 HOURS of Open Bar
- Keg of Domestic Beer
- Liquor Includes All Standard Liquor


### **Premium Bar:**

- \$23.00 Per Person
- 6 HOURS of Open Bar
- Keg of Domestic Beer
- Liquor Includes All Premium and Standard Liquor

### **Run a Customized Tab:**

You may ask to run a tab on any of our bar products. These tabs can be run the whole night, to a certain time, or to a certain dollar amount, or for certain people. We are extremely flexible and willing to work with whatever your needs may be.

## Special Requests:

- We will do everything we can to accommodate any special requests for specific products you would like with the bar. These arrangements must be made no later than 2 weeks prior to the event.
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