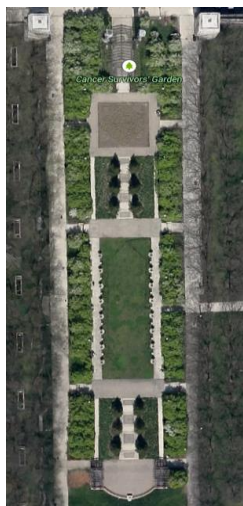


Cancer Survivors' Garden Information and Guidelines

The Cancer Survivors' Garden is located on East Randolph Street, near Lake Michigan. It has views of the lake and the Field Museum of Natural History. On the north end, two forty-foot tall granite columns flank a large open metal pavilion and flowers line this area in the spring and summer.

The Cancer Survivors' Garden is open everyday during Chicago Park District hours (6:00 am – 11:00 pm).



Event Space and Capacity:

Location:	Square Feet	Measurements	Capacity
Center Plaza	11,970*	63' X 190'	1,100
Lower Terrace	2,400*	40' X 60'	240

*Includes flower gardens, fountains, and statues

Reservations*:

1. 8 Hour Special Event Usage
2. 4 Hour Ceremony Only Usage
3. 2 Hour Ceremony Only Usage

*All reservation times include set-up and tear-down

*Ask about all day rental with tent for ceremony and reception or corporate picnics/receptions

8 Hour Special Event Rates:

Monday – Thursday		Friday – Sunday	
Rental Fee:	\$2,500	Rental Fee:	\$4,500
Personnel:	\$500	Personnel:	\$500
Total:	\$3,000	Total:	\$5,000
Refundable Security Deposit	\$600	Refundable Security Deposit	\$1,000
Total Cost:	\$3,600	Total Cost:	\$6,000
\$500 for each additional hour		\$500 for each additional hour	

Ceremony Only Rates:

4 Hour Ceremony Only		2 Hour Ceremony Only	
Rental Fee:	\$1,500	Rental Fee:	\$600
Personnel:	\$250	Personnel:	\$250
Total:	\$1,750	Total:	\$850
Refundable Security Deposit:	\$350	Refundable Security Deposit:	\$170
Total Cost:	\$2,100	Total Cost:	\$1,020
\$500 for each additional hour		\$500 for each additional hour	

Regulations for all events in Cancer Survivors' Garden:

- Timeframe includes set-up and tear-down
- Must complete the event application form, have it signed by MBRES, and 50% of fee/labor and 20% security deposit down to secure your reservation date
- For tear-down and/or pick-ups, 11:00 pm – midnight can be purchased for an additional \$500
- Security deposit is non-refundable if event is canceled (no exceptions)
- Food and beverage (alcohol and non-alcohol) to be served only by licensed professionals
- Liability insurance is required (see following pages for more information)

4 Hour Ceremony

- *Amplified sound (per city ordinance), chairs, a trellis, and small tents (smaller than 15' X 15') may be brought in*
- *No food or beverage*

2 Hour Ceremony

- *May only bring in chairs and a trellis*
- *No food or beverage*



Additional Information:

- Catering
 - No one is permitted to supply their own food or beverage
 - Cost to be determined by caterer
- Parking
 - Contact SP+ with your parking inquiries: 312.616.1543, Kimberly Hyla
 - A limited number of vehicle passes will be provided to allow for delivery on garden pathways
 - Vehicles are prohibited from remaining onsite or driving on grass
 - Street permits may be required for deliveries off of Randolph Street
- Equipment Rental
 - Cost to be determined by the rental supplier
- Security Deposit
 - A security deposit (cash, check, or credit) is required and outlined in the rate structure. The amount will be refunded 30-60 business days after the event, as long as there is no damage to the property and the regulations have been followed
 - Violations in which part of the entire deposit will be withheld include: entering/exiting outside of reservation time, deliveries/pick-ups outside of reservation time, unauthorized vehicles onsite and/or on the grass, event cancellations
- Security Officer
 - Events in the Cancer Survivors' Garden are required to have at least two security officers onsite
 - Cost factored into Personnel/Labor fees
- Insurance
 - MBRES requires any individual or group hosting an event at the Cancer Survivors' Garden to with the attached requirements, naming MB Real Estate Services Inc. and the Chicago Park District as Additional Insured
 - Insurance may be obtained from any insurance company of your choosing.
 - Please review the insurance requirements that follow this page and reach out with questions
- Electricity
 - Generators must be rented for the gardens and can be done so through a third party

Steps to book an event

1. Complete the application form
2. Provide the deposit (50% of the rental fee + 50% of the personnel fee + 20% security deposit)
3. Provide insurance as the event host and all of your vendors
4. Event must be paid in full, two weeks prior to your event date



Insurance Information:

POLICY LIMITS - MINIMUM LIMITS

COMMERCIAL GENERAL LIABILITY INSURANCE

Combined Single Limit	\$1,000,000.00 Per Occurrence
Bodily Injury & Property Damage	\$2,000,000.00 Aggregate Limit
	\$2,000,000.00 General Aggregate

General Aggregate Limit must apply per Project or per Location.

Products/Completed	\$2,000,000.00 Aggregate Limit
Operations	\$2,000,000.00 Aggregate Limit
Personal Injury & Advertising Limit	\$2,000,000.00 Aggregate Limit

UMBRELLA LIABILITY INSURANCE

Umbrella Liability Policy	\$5,000,000.00
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EXCESS (UMBRELLA) LIABILITY INSURANCE

Limit of Liability no less than	\$5,000,000.00
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WORKERS COMPENSATIONS

For Coverage A (statutory limits) and Coverage B, Employer's Liability with limits of:

Bodily Injury by Accident for Each Accident	\$500,000.00
Bodily Injury by Disease for Policy Limit	\$500,000.00
Bodily Injury by Disease for Each Employee	\$500,000.00

COMPREHENSIVE AUTOMOBILE LIABILITY

Insurance which shall include all owned, leased, hired or non-owned vehicles with limits of liability as follows:

Bodily Injury and Property Damage	\$1,000,000.00
Each Occurrence	\$1,000,000.00

ADDITIONAL INSUREDs with respects to the **General Liability and Auto Liability Coverage, Umbrella follows form:**

Chicago Park District
MB Real Estate Services, Inc.

CANCELLATION POLICY: Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

CERTIFICATE HOLDER
MB Real Estate Services, Inc.
Maggie Daley Park
337 E. Randolph Chicago, IL 60601

EMAIL CERTIFICATES OF INSURANCE TO: EBennett@mbres.com