

THE



Kenilworth

ASSEMBLY HALL

KENILWORTH ASSEMBLY HALL
WEDDING & EVENT GUIDE



KENILWORTH ASSEMBLY HALL WEDDING & EVENT GUIDE

CONGRATULATIONS!

We are thrilled that you are considering the Kenilworth Assembly Hall for your event location. With great pride, the Kenilworth Park District has preserved this community gem to be Chicago's premier North Shore wedding and event venue. A location full of history and adoration, this Prairie-Style masterpiece was designed in 1907 by famed architect, George W. Maher and is a proud member of the National Register of Historic Places.

Featuring an event capacity up to 200 for a seated dinner and 300 for a cocktail-style party, the Kenilworth Assembly Hall brings an elegant and intimate charm while allowing customization to make each event its own. Couples are encouraged to dream big and utilize all of our gorgeous indoor & outdoor spaces to make their wedding day dreams come true.

We are committed to making your event a unique and special one! Whether you're planning a wedding, mitzvah, party, corporate event or not-for-profit fundraiser, we provide all our guests with exceptional customer service to exceed all your expectations. If you have any questions or would like to schedule a tour of our historic building, please contact us at (847) 251-1691, extension 1.

Our experienced staff is the best in the business and we proudly await the opportunity to make your next event truly memorable.

*Sincerely,
The Kenilworth Assembly Hall*



GUIDELINES & INFORMATION

EVENT SCHEDULING

Rental hours are from 8:00 am – midnight, seven days a week. All events need to end at midnight due to the Village of Kenilworth sound ordinance.

RENTAL SPACE

The Kenilworth Assembly Hall provides multiple spaces for all your event needs. The Grand Ballroom can accommodate 200 guests for a plated dinner and 300 for a cocktail event. The Neighbor's Room can hold up to 75 guests. You can also rent the lush West Lawn to have your ceremony or cocktail hour outside. Official capacities are subject to the layouts and materials used.

DEPOSIT AND PAYMENT

50% of the contract total is due at signing. The remaining balance will be calculated 30 days before the event, taking in consideration the final guest count and any other changes made since the original signing. The balance will then be due one week later.

SERVICES GUARANTEE

The final headcount will need to be provided to the facility manager no later than 30 days before the event or at the facility manager's discretion. Renter agrees to the following cancellation policy:

- 90 days or more before event: Full refund of initial deposit
- 60-89 days before event: 50% refund of initial deposit
- 59 days or fewer before event: Initial deposit forfeited

PARKING

Plenty of street parking is available surrounding the Assembly Hall. Valet parking can be arranged for an additional fee.

CATERING

In order to provide you with a seamless event, you must choose from our preferred caterer list. Our caterers have detailed knowledge on how the facility flows and are able to create delicious and unique menus. Whether you are looking for a plated dinner, family-style dinner or beautiful buffet, we have the perfect caterer for you. Special menu requests including Kosher, Korean and Indian food can be accommodated through specific caterers. Please review the Preferred Caterers List in this brochure.

PRICING

Refer to both the Wedding and Private Event pages for rates. Please contact us at (847) 251-1691, ext. 1 for special resident and not-for-profit rates.



RENTAL INFORMATION

RENTAL CAPACITY

Stand up/Cocktail Reception	300 guests
Seated Banquet	200 guests
Seated with Dance Floor	180 guests

EQUIPMENT INCLUDED*

Nineteen (19) 60" Round Tables	8-10 guests
Four (4) 72" Round Tables	10-12 guests
Eleven (11) 8 x 36" Banquet Tables	
Four (4) 8 x 30" Banquet Tables	
Four (4) 6 x 36" Banquet Tables	
Four (4) 6' x 30" Plastic Banquet Tables	
Four (4) Hi-Boy Cocktail Tables	Can be adjusted to cabaret size
Two-Hundred (200) Banquet Chairs	Mahogany Chiavari chairs with ivory seat cushions

ADDITIONAL AMMENITIES

Sound System, Podium and Microphones	\$100
Wireless Internet	Included with rental
Bridal/Wedding Suite	Included with rental
Wood Burning Fireplace	\$75
180" Screen and Projector	\$100
Baby Grand Piano	\$150
Use of Place Settings	Included with rentals of 4 hours or more
Security	\$50/hr (as needed at the discretion of staff)
West Lawn Rental	\$500
Tent Permit/Inspection	\$500 (required by and paid to the Village of Kenilworth)
Rehearsal for Ceremony	\$350

**Client may choose to rent equipment from an outside vendor. Equipment must be picked up by 9 am the next morning or the client is subject to a \$200 storage fee.*



PRICING WEDDING PACKAGES

———— Kenilworth Residents, Please Call for Pricing & Availability ————

WEEKDAYS (MONDAY - THURSDAY)

6 Hours	\$500
Each Additional Hour	\$100

FRIDAYS & SATURDAYS

6 Hours	\$3,250
8 Hours	\$4,000
Each Additional Hour	\$375

SUNDAYS

6 Hours	\$2,500
8 Hours	\$3,000
Each Additional Hour	\$375

HOLIDAY RATES

New Year's Eve, New Year's Day, Easter, Mother's Day, Memorial Day, Father's Day, 4th of July, Labor Day, Rosh Hoshanah, Yom Kippur, Passover, Thanksgiving, Christmas Eve and Christmas Day.

6 Hours	\$4,225
8 Hours	\$5,200
Each Additional Hour	\$600

Rental rates include the space, tables, chairs, ivory china, silverware, the use of two bars, all glassware and an on-site staff member. We also set up the room with all the tables and chairs, per your final floor plan, prior to your arrival. We then break down all the tables and chairs, as well as clean up after your event.

Prices include 2 hours for set-up and 1 hour for breakdown, outside of your rental time.



PRICING PRIVATE EVENT PACKAGES

CORPORATE EVENTS, MITZVAHS, BIRTHDAY PARTIES, FUNDRAISERS, & MEETINGS

— Kenilworth Residents and Not-for-Profit Organizations, Please Call for Pricing & Availability —

WEEKDAYS (MONDAY - THURSDAY)

1 Hour	\$75
2 Hours	\$150
3 Hours	\$225
4 Hours	\$300
5 Hours	\$375
6 Hours	\$450
Each Additional Hour	\$75

FRIDAYS & SATURDAYS

6 Hours	\$3,250
8 Hours	\$4,000
Each Additional Hour	\$375

SUNDAYS

6 Hours	\$2,500
8 Hours	\$3,000
Each Additional Hour	\$375

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PREFERRED CATERERS

JORDAN'S FOOD OF DISTINCTION
www.jfod.com

CATERING BY MICHAELS
www.cateringbymichaels.com

AN APPLE A DAY
www.anappleadaycatering.com

CATERED BY DESIGN
www.cateredbydesign.com

TRUE CUISINE / SWEET BABY RAYS
www.sbrcatering.com

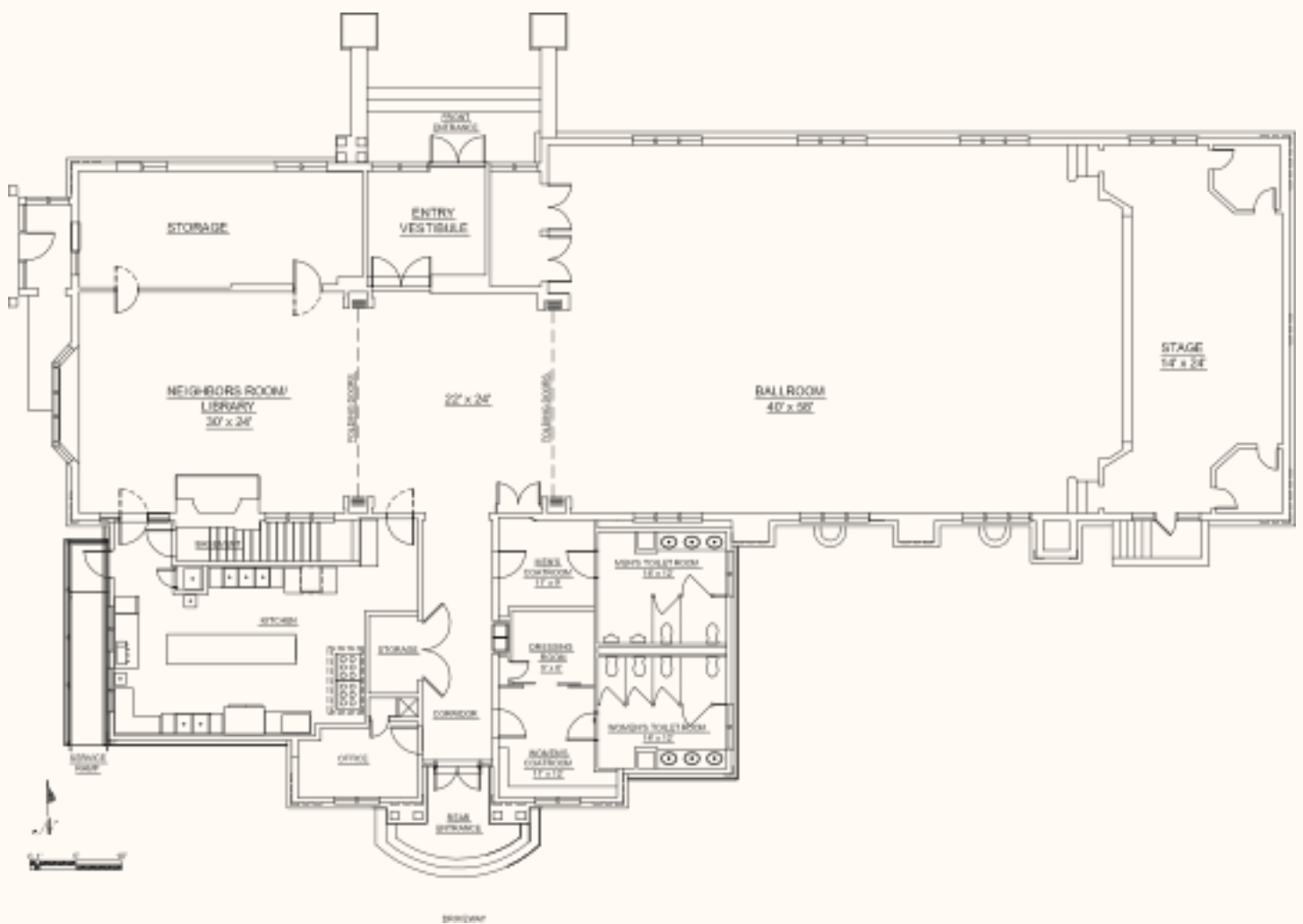
MARCO ROMA PIZZERIA
www.marcoromapizza.com

GRATEFUL BITES
www.gratefulbites.com

**If your event does not require full catering or you need alternative arrangements, you may be subject to kitchen and place setting fees.*



FLOOR PLAN





CONTACT INFORMATION

ADDRESS

Kenilworth Assembly Hall
410 Kenilworth Ave
Kenilworth, IL 60043

EMAIL

events@kpdistrict.org

WEBSITE

www.kenilworthassemblyhall.org

PHONE NUMBER

847-251-1691

HOURS OF OPERATION

Monday through Friday 8:30 am– 5:00 pm