



*DeKalb Park District*  
1020 Sharon Drive, DeKalb, IL 60115  
Phone 815-758-1550 Fax 815-758-7121

**Room Rates (2025): Maximum Capacity: 180 people**

**Weekends**

<b>December through March</b>	<b>\$600 (Friday – Sunday)</b>
<b>April through November</b>	<b>\$800 (Friday - Sunday)</b>

**(6-hour rental)**

**Weekdays**

<b>Mon-Thurs (all year)</b>	<b>\$300 under 4 hrs., \$300</b>
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**(4-hour rental)**

**No Rental shall be allowed to run past 12 A.M.**

**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 - \$9 per table.
- Skirting is \$17 per 8ft table skirted.
- 30-inch-high top tables \$5 per table  
*Outside linens are allowed.*

**Chairs:**

- High back, neutral fabric covered.
- Chair Covers .75 - \$1.5 each.

**Lights:**

- Deck Lights (string lights along deck). \$25. Each
- Uplighting (6 wall lights and 5 light bulbs) \$45.

## Set-Up:

- Tables and chairs will be set up by 8:30am, the day of 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). Per direction of the manager
- For Sunday rentals: tables and chairs will be set up by 2:00pm, the day of your event 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 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 Terrace Room. Most of the caterers and restaurants in the area are familiar with the facility. No refrigeration is available.

## 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.
- Bar service has 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.

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

- Soda: \$1.00 per glass
- Draft Beer: \$3.00
- Wine (single serve bottle): \$5 per glass
- Mixed Drinks: Prices vary \$6 - \$9.
- Corkage Fee (wine or champagne only): \$5.00 per bottle (750ML or 1LTR bottles)

## Bar Packages

### Open Bar Special:

- Open bar for entire six-hour event. Includes beer, wine, soda, and mixed drinks from liquors.  
in our bar \$25 per person, \$7 per minor (under 21).

## **Kegs:**

- Domestic Beers (i.e., Miller Lite, Bud Light, etc....) - \$250 per keg (other brands – prices and availability vary)
- Imported Beers (i.e., Modelo, Heineken, etc.) \$325.00 Per Keg

Our “house brand” is Miller Lite. For the 2nd keg (Miller Lite), if the \$250 price is not reached, the party will only pay for what was used by the glass (for example, if only ten beers were poured from the keg, you will pay \$25, not \$250). Non-house brand kegs must be paid for in full.

## **Run a Customized Tab:**

- You may ask to run a tab on any of our bar products (beer, wine, soda, etc...). 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.
- The bar will close 30 minutes before the end of your event.
- We will guarantee the bar will stay open for a minimum of 4 hours, if after 4 hours the bar isn't being used it will be up to the bartender's discretion to close the bar for the event.