



The Crystal Gardens can accommodate groups of 100 to 1,500 guests. Each event is individually planned by one of our sales and catering representatives to ensure a customized menu and a unique experience for each of our clients.

The Crystal Gardens, operated by Phil Stefani Signature Restaurants & Events, is a beautiful indoor, one-acre, botanical garden. This six-story glass atrium featuring a 50 foot arched ceiling holds over 80 live palm trees, lush foliage, hanging 'twinkle lights' and dancing 'leapfrog' fountains.

Located at the historic and beautiful Navy Pier, the Crystal Gardens provides spectacular views of the Chicago Skyline, Lake Michigan, the Ferris wheel, and Navy Pier's Dock Street. The Crystal Gardens is a magnificent place to host your next Corporate or Social Event.



#### QUALITY INGREDIENTS...QUALITY PRESENTATION

You need to start with wholesome ingredients if you want to make a spectacular menu. Stefani Signature Events goes to great lengths to purchase the freshest, top quality ingredients from local purveyors.

#### MAKE YOUR EVENT UNFORGETTABLE AND CONTACT OUR SALES AND CATERING OFFICE:

Kate Samuelson

312.595.5436

[ksamuelson@stefanigroup.com](mailto:ksamuelson@stefanigroup.com)

# GENERAL INFORMATION

## ADDRESS

Navy Pier  
700 East Grand Avenue  
Mezzanine Level  
Chicago, IL 60611  
Telephone: 312.595.5446  
Fax:312.595.5451

## BANQUET AVAILABILITY

Breakfast, Lunch, Dinner & Receptions

## CUISINE

Continental

## CAPACITY

Up to 600 guests for a sit -down dinner  
1,500 guests for a reception with limited seating

## PAYMENT METHODS

Corporate Check or Credit Card  
(American Express, Visa, MasterCard, Diner's Club, Discover and Cash are all accepted)

## PARKING

Valet parking & reserved parking available upon request & subject to availability. Parking rates are determined by Standard Parking and may change without notice.

Please contact Standard Parking @ 312.595.5071

## DIRECTIONS

**From the Northwest:** Take the Kennedy (90/94) east, to the Ohio Street exit. Head east on Ohio Street. Turn right on Fairbanks/ Columbus, and then turn left onto Illinois. Illinois takes you directly to Navy Pier.

**From the North:** Take Lake Shore Drive (41) south; exit at Grand and Illinois. At the second set of lights, take a left onto Illinois Street (one way eastbound). Navy Pier is on your left.

**From the West:** Take the Eisenhower Expressway (290) towards Chicago. Exit on Wacker Drive and follow signs to Lower Wacker Drive. Turn left on Lower Lake Shore Drive and follow signs to Navy Pier. Turn right on Illinois Street. Navy Pier is on your left.

**From the Southwest:** Take the Stevenson (I-55) north to Lake Shore Drive (41) north: exit at Grand and Illinois. Navy Pier is on your right

The Crystal Garden is located on the front (West End) of Navy Pier. The Garden is adjacent to the Ferris wheel, and next to the Children's Museum.

# ROOM TYPES

## FULL GARDEN EVENTS

The Crystal Gardens is closed to the public and is completely private for your event.

Food & beverage minimums are seasonal and must be met to reserve the Crystal Gardens.

The full Crystal Gardens can accommodate up to 600 guests with a stage and dance floor for a sit-down dinner and up to 1,500 guests for a cocktail reception with limited seating.

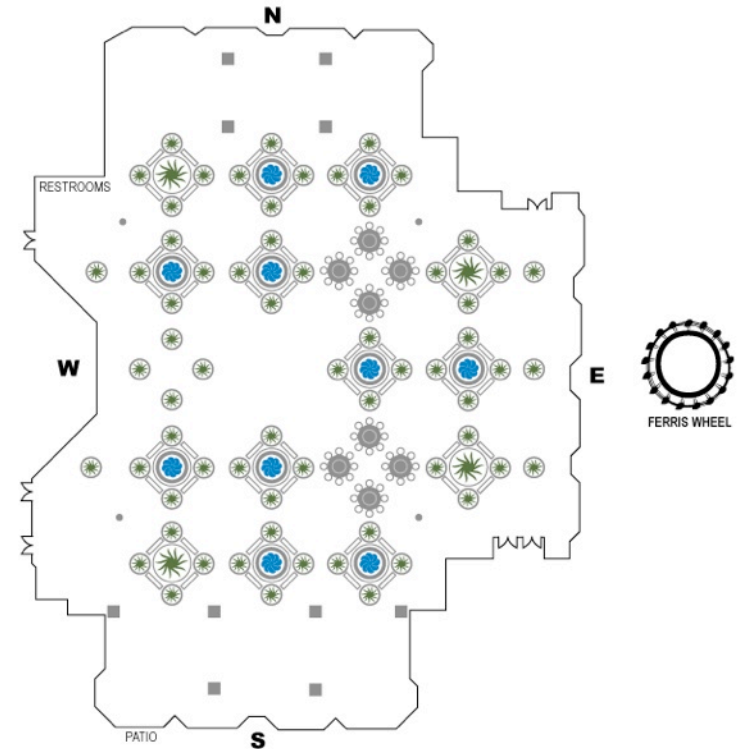
## PARTIAL GARDEN EVENTS

Booking a portion of the Crystal Gardens guarantees you up to two - thirds of the Garden

depending upon the size of your group. Your reserved area will be sectioned off with six-foot black screens giving the appearance of black garden trellising. The remainder of the Garden will be open to the public. The public will not be allowed in your reserved area.

Food & beverage minimums are seasonal and must be met to reserve the partial Garden.

A partial Garden event can accommodate up to 275 guests for cocktails, sit-down dinner and dancing. I can accommodate up to 500 guests for a cocktail reception. These capacities are based on two-thirds Garden occupancy.



## OTHER COSTS

- A service charge & applicable tax will be added to all food & beverage.
- Coat Check – available upon request. Each checked item is \$2.00 (Minimum 100 items).
- Equipment – Equipment included in the food and beverage minimum of the Gardens are: tables, chairs, white linen, china, silver, glassware and buffet equipment (within our in-house inventory). All specialty linens, audio-visual equipment and staging can be arranged with your event manager at an additional cost.
- Dance Floor – The standard size 21' X 21' dance floor is \$550.00. Additional dimensions are available and are priced accordingly.
- Risers – 6' X 8' elevated risers can be rented for \$110.00 each to create an appropriate sized stage for your event.
- Electrical Costs – Circuits for electrical hook-ups are available for \$100.00 each. Most orchestras utilize between three – four circuits, while most DJ's utilize one - two circuits.
- Union Labor – Most events in the Crystal Garden do NOT require any additional union services. Prices can be quoted at time of booking if these additional services are required.
- Security - \$225.00 per security officer for a (5) hour event. Each additional hour \$30.00 per hour.
- Signage – Directional signage can be custom designed for your event. We can provide indoor and outdoor signage as needed. Fees vary depending on size and quantity.

# POLICIES

The Crystal Gardens will tentatively hold a reservation for you. Should another group want to reserve the same date, you will have the first right of refusal within 48 hours.

For all functions a 25% deposit is due at the time of the reservation. In the event of a cancellation within 90 days of the event the deposit is non-refundable. If cancellation occurs within 180 days from the date of the event the deposit is 50% refundable. If cancellation occurs more than 180 days from the date of the event the deposit is 90% refundable.

All space is subject to food & beverage minimums, depending on the time of the year, day of the week and size of the group.

Guaranteed attendance is required 7 business days prior to the commencement of the event. Client will pay for the guarantee or the actual number in attendance; whichever is greater.

Payment is required 2 business days prior to the event by credit card, a wire transfer or cash. Corporate checks are accepted 10 business days prior. No personal checks accepted for final payments.

No outside food & beverage is allowed in the Crystal Gardens.

All food & beverage is subject to a service charge and applicable taxes.

Your event manager may assist you with recommendations on entertainment, photographers, florists, bakeries, trolley and bus service, audio-visual equipment, specialty linens, etc...

