



# dandelion gallery

109 S Genesee St, Waukegan, IL 60085  
(224) 627-6039 dandeliongallery@yahoo.com

# Rentals



## Gallery Weddings

Looking for a unique and creative venue for your wedding? The Dandelion Gallery is a blank slate for the creative wedding. The gallery is 3000 square feet of space with two 10' x 10' x 2' movable walls. The outdoor deck overlooking the lush ravine is a beautiful spot for a summer wedding. The deck has 600 square feet of space. There is a small room for caterers to setup. This intimate space is very versatile for day or evening.

- Gallery is 3000 Sq feet holds 300 people
- Deck is 600 Sq feet holds 200 people
- Renters provide tables, chairs and decor
- Rental is covers Friday night, Saturday & Sunday
- Parking lots are available on W Water Street
- 50% deposit to hold the date
- \$100 is non-refundable

All cancellations must given 5 days before the event or you will be charged for the full amount. Gallery is unavailable second and third weekends of the month.



# Deck Weddings



## Set-Up

- Gallery staff member on site to help with set-up and clean-up
- If the furniture set-up is not included in the catering contract, renter is responsible for set-up or can pay the gallery staff a \$100 fee for set-up by the Dandelion Staff
- Renter and /or renter's vendors are responsible for all other event set-up.

## Clean-Up

- If the furniture clean-up is not included in the catering contract, renter is responsible for set-up or can pay the gallery staff a \$100 fee for clean-up by the Dandelion Staff.
- Clean-up is the sole responsibility of the rental party. The premises must be left in same condition as upon arrival.
- All recycling and garbage must either be removed by the renter/renters's vendors or bagged up and brought to outdoor receptacles provided.
- If any other cleaning is needed upon inspection, you will be charged at \$100 per hour rate.

## Vendors

- The Dandelion Gallery receives no monetary rewards from our preferred vendors. Our preferred vendors are respectful to our gallery and we are familiar with their reputation, so we are confident in recommending them to you. You do not have to use the vendors on our vendor list.
- A list of all vendors associated with your event (with name, address and phone) is required 30 days prior to event. Proof of vendor insurance is required at that time.
- Alcohol is permitted to be served at the Gallery. If other than beer and wine is being served, the caterer must be licensed to serve alcohol in Waukegan.



## Insurance

- The renter agrees to purchase an event liability insurance policy for bodily injury and property damage for a minimum of \$1,000,000 with a "Host Liquor Liability" policy.
- The Dandelion Gallery must be listed as additional insured. This can be purchased through your personal home owner's or renter's insurance company.
- A copy of the policy must be sent to the Dandelion gallery no less than 30 days prior to the event.

## Deposit

- 50% of the rental fee required to hold the date \$100 of it is non-refundable.
- Balance due 60 days prior to the event. All cancellations must given 5 days before the event or you will be charged for the full amount.
- Payments can be paid in cash, check, or credit card.
- A verified, valid credit card is required to be kept on file for the duration of the event to cover any un-reported accidental or non-accidental loss or damage to the gallery. Renter will be notified within 7 days of the event if any damages or losses were observed.



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# Rentals



## Gallery Parties

Looking for a unique and creative venue for a Birthday party, Anniversary, Baby shower or Office Holiday party? The Dandelion Gallery has an indoor and an outdoor space for rental. The gallery is 3000 square feet of space with two 10' x 10' x 2' movable walls. The deck has 600 square feet of space. This casual, intimate space is very versatile for day or evening.

- Gallery - 3000 Sq feet holds 300 people
- Deck - 600 Sq feet holds 200 people
- Renters need to provide tables, chairs and decor
- \$75 a hour for the event (plan time for set-up/clean-up)
- Parking lots are available on W Water Street
- 50% deposit to hold the date
- \$100 is non-refundable

All cancellations must given 5 days before the event or you will be charged for the full amount.



# dandelion gallery *Rentals*



## **Set-Up**

- Daytime staging can begin at 9:00 am  
Gallery staff member on site to help with set-up and clean-up
- If the furniture set-up is not included in the catering contract, renter is responsible for set-up or can pay the gallery staff a \$100 fee for set-up by the Dandelion Staff
- Renter and /or renter's vendors are responsible for all other event set-up.

## **Clean-Up**

- If the furniture clean-up is not included in the catering contract, renter is responsible for set-up or can pay the gallery staff a \$100 fee for clean-up by the Dandelion Staff.
- Clean-up is the sole responsibility of the rental party. The premises must be left in same condition as upon arrival.
- All recycling and garbage must either be removed by the renter/renters's vendors or bagged up and brought to outdoor receptacles provided.
- If any other cleaning is needed upon inspection, you will be charged at \$100 per hour rate.

## **Vendors**

- The Dandelion Gallery receives no monetary rewards from our preferred vendors. Our preferred vendors are respectful to our gallery and we are familiar with their reputation, so we are confident in recommending them to you. You do not have to use the vendors on our vendor list.
- A list of all vendors associated with your event (with name, address and phone) is required 30 days prior to event. Proof of vendor insurance is required at that time.
- Alcohol is permitted to be served at the Gallery. If other than beer and wine is being served, the caterer must be licensed to serve alcohol in Waukegan.

## **Insurance (for parties 50 or more and alcohol being served)**

- The renter agrees to purchase an event liability insurance policy for bodily injury and property damage for a minimum of \$1,000,000 with a "Host Liquor Liability" policy.
- The Dandelion Gallery must be listed as additional insured. This can be purchased through your personal home owner's or renter's insurance company.
- A copy of the policy must be sent to the Dandelion gallery no less than 30 days prior to the event.

## **Deposit**

- 50% of the rental fee required to hold the date \$100 of it is non-refundable.
- Balance due 60 days prior to the event. All cancellations must given 5 days before the event or you will be charged for the full amount.
- Payments can be paid in cash, check, or credit card.
- A verified, valid credit card is required to be kept on file for the duration of the event to cover any un-reported accidental or non-accidental loss or damage to the gallery. Renter will be notified within 7 days of the event if any damages or losses were observed.



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## Recommended Vendors

### CATERING

#### CATERED PRODUCTIONS

Wan Proskin  
847-367-7400  
wan@cateredproductions.com  
www.cateredproductions.com

#### GOURMET FOOD WORKS

*(Catering side of The Picnic Basket Restaurant)*  
Ivan Reyes  
847-367-8336  
Info@picnicbasketfood.com  
www.picnicbasketfood.com  
GFWcatering.com

#### SUNSET FOODS CATERING

Stephanie Karp  
224-619-8341  
skarp@sunsetfoods.com  
sunsetfoods.com/catering

#### CAFÉ PYRENEES

Mari Loustaunau  
847-362-2233  
party@cafepyrenees.com  
cafepyrenees.com/catering

#### PEAR TREE CATERING

Mark Sternberg  
847-459-1100  
www.peartreecatering.com

#### BAUER'S CATERING

Doreen Johnson  
847-816-9900  
doreenj@bauerscatering.com  
bauerscatering.com

### TENT/RENTALS

#### PARTY TIME HDO PRODUCTIONS

Jeff Winiger  
847-967-6800  
jwiniger@tentprofessionals.com

#### HALL'S RENTAL

*(Rental of equipment from dishes to furniture)*  
Milaine Concepcion  
847-929-2222  
mconcepcion@hallsrental.com

#### TAYLOR RENTAL CENTER

847-949-0500  
taylorrentalmundelein.com

#### WINDY CITY LINEN

Rachel Fersten  
224-279-1500  
rachel@WindyCityLinen.com

### FLORAL DESIGN

#### SUNSET FLORAL DESIGN STUDIO

JoAnne Willing  
847-295-0460  
floral@sunsetfoods.com

#### JOSEPH'S

Daniel Dugo  
847-362-2224  
josephsevents@msn.com

#### TWIGS FLORIST

Jeannie Fanning  
847-234-8944  
jeannie@twigsflowershop.com  
twigsflowershop.com

## EVENT PLANNING

### EVENTS WITH STYLE

Hanan Hafez  
888-671-2922  
hanan@eventsws.com  
www.eventswithstylehh.com

## PHOTOGRAPHY

### CHRISTIAN YAH PHOTOGRAPHY

Christian Yah  
(312) 420-2728  
info@christianyahphotography.com  
www.christianyahphotography.com

### STUDIO WEST PHOTOGRAPHY

Jeff Mateer  
847.362.9060  
Jeff@studiow.com  
www.studiowest.com

### BELLA VIE STUDIO

Kristin Cashmore  
847-223-2030  
kristin@bellaviestudio.com  
www.bellaviestudio.com

### AUBREY JANE PHOTO

Kristin Cashmore  
563-34-3997  
aubrey.boonstra@gmail.com  
www.aubreyjanephoto.com

## MUSICIANS FOR HIRE

### MAGNOLIA STRINGS CHICAGO

magnoliastingschicago.com  
magnoliastringquartet@gmail.com

*Magnolia Strings Chicago is a violin duo that specializes in providing music for Chicago area events. We are both classically trained musicians with degrees in music and many years of solo, ensemble, and orchestral playing experience. Magnolia Strings Chicago has provided music for numerous art openings, corporate events, and weddings. Specializing in classical music; we also perform a variety of folk, ragtime, pop, and original music.*

*When working with Magnolia Strings, there is no middle man. We work directly with you to create a complimentary musical background to your event. \$350 and up, depending on length and location of event.*

## ARABELLA ENSEMBLE

arabellaensemble.com  
ellovision1@hotmail.com

*Arabella Ensemble is a Chicago based group of professional musicians who have performed together in the various combinations for the past 15 years. Classically trained, the group consists of cello, piano, violin, flute, and guitar. Lisa Lithall, cellist of the group, is the founder of Arabella Ensemble.*

*Although classically trained, Arabella performs a variety of styles, classical, Celtic, pop, and rock. We have played at many weddings (indoors and out doors) garden parties, anniversaries, open houses, funerals and memorial services. At reasonable rates.*

## RICK LOWE

rloew264@gmail.com

*Rick works as a pianist (solo) for weddings, receptions, memorial services, cocktail parties, etc. His "hourly rate" for these activities is \$200 dollars for local venues. Professional piano accompanying fee for rehearsals and performances is \$100 dollars per hour, plus prep time.*

## AMETHYST ENSEMBLE

amethystensemble.com  
amethyst.ensemble@gmail.com

*Providing elegant and beautiful music for your wedding, cocktail hour, private party, or special event. We offer music as a String Trio, or an Oboe Quartet.*

*Classical, Latin, Religious, Pop/Rock/Folk, Opera, Christmas music, Holiday jazz, Ragtime, Broadway, Wedding music*

*Fees: \$500-700/hr. \$700 for Wedding Ceremony.*