Weddings
At the Chicago History Museum

2014 Chicago Room Rental Rates

Friday Evening	$6,500.00*
Saturday Evening	$9,000.00
Sunday Evening	$5,500.00*

*Saturday night fee applies to Friday and Sunday evenings of holiday weekends.

Photo by Kevin Weinstein Photography

Saturday Seasonal Discounted Rates

December	**$7,000.00**
January-March	**$6,000.00**

Rental Fee includes:

Uihlein Plaza, the Sanger P. Robinson Gallery, and the Chicago Room from 5:30pm-Midnight (6 1/2 hours).

The rental fee also includes security service provided by the Society's personnel, coat check personnel in the Society's designated coat check area, janitorial services, and a member of the Corporate Events team to guide you through your planning process and coordinate your event.

The Chicago Crossroads Exhibit may be open upon

Reserving your Event Date

Please contact the Museum's Corporate Events department at **(312) 799-2254** to inquire about availability.

To secure the space for your event, a nonrefundable 50% deposit and a signed contract are required. Dates can only be reserved upon receipt of both of these items.

All payments should be made by check to the **Chicago Historical Society**. The full rent is due six months prior to your event date. No event will begin without payment in full.

Notice of cancellation must be received in writing by the Corporate Events department six months prior to your event. If the event is cancelled within six months of your reserved date, the full balance is non-refundable.

All beverages (i.e. liquor) must be purchased and served through the Society's Beverage Program.

Museum Policies and Event Guidelines

The Chicago History Museum is a cultural institution that houses priceless artifacts, the preservation of which guides its operating procedures. We maintain a list of recommended vendors available to aide in your planning. Please contact the Corporate Events Department with any questions regarding policies and procedures of the
Museum.

The Museum is a smoke free environment. Candles or any open flames are not allowed inside the event space or Museum. We have great suggested alternatives, such as battery operated votives and small lamps. Candles are allowed outside on our Plaza.

With your facility contract you will receive the CHM policies and procedures to share with your vendors.

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Catering

Clients are required to choose from among the exclusive caterers for the CHM.

Berghoff Catering
312.408.0200
www.berghoffgroup.com
Carrie Bucaro
cbucaro@berghoffgroup.com
events@berghoffgroup.com

Blue Plate Catering
www.blueplatechicago.com
312.363.6196
Elinor Brown
ebrown@blueplatechicago.com
312.377.0928
Nicole Stephens
nstephens@blueplatechicago.com

Food for Thought
847.745.5174
www.fftchicago.com
Jennifer Vahle
jvahle@fftchicago.com

Jewell Events Catering
312.829.3663
www.georgejewell.com
Dana Konya
dkonya@georgejewell.com

Equipment Rental:

Once the Corporate Events department receives the final floor plan from the caterer, an invoice will be sent to the Lessee. Fees for equipment rental will be due one week prior to the event date.

Audio Visual Equipment

Projector Package:
-9’ x 12’ Screen
-4500 Lumen projector
-Cabling
-A/V set up

Sound Packages:

Package 1
-One wireless microphone with podium
Price: $75

Package 2
-Up to four wireless microphones with podium

Available Equipment	Rental Fee
60’’ Round Table (25)	$9.75 per table
30’’ Round Table (15)	$8.75 per table
30’’ Round Highboy Table (15)	$13.50 per table
6’ Rectangular Table (15)	$9.30 per table
8’ Rectangular Table (15)	$9.95 per table
Ivory Wood Garden Chair (250)	$6.30 per chair

Additional Options:

Laptop use: $200
DVD use: $100
CD use: $50
Camera use: $150
Audio Recording: $200
Video Recording: $200
Dedicated audio-visual staff person: $50 per hour
Use of Baby Grand Piano: $250

Equipment rental fees may be subject to a maximum 10% increase due to annual cost adjustments.