# Weddings and Social Events

at the Chicago History Museum



### 2014 Chicago Room Rental Rates

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

Friday Evening	\$6,500*
Saturday Evening	\$9,000
Sunday Evening	\$5,500*

Seasonal discounted rates are offered for Saturday evening events from December through March.

The discounted rates are as follows

December \$7,000

January through March \$6,000

#### Daytime Rentals

A perfect space for morning events and brunch weddings.

Includes Chicago Room and Uihlein Plaza.

**4 Hours** \$3,500 *10:00am - 2:00pm* 

#### Evening Rental Fee Includes

- •Second Floor Lobby, Robinson Gallery, Chicago Room, Uihlein Plaza from 5:30pm until 12:00midnight (6.5 hours).
- •The rental fee also includes security service, coat check personnel in the 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.

# Reserving Your Event Date:

- •Please contact the Chicago History Museum 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 **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.
- •The Chicago Crossroads exhibition may be open upon request during cocktail hour for an additional fee of \$500. No food, beverages, or photos are allowed in any of the museum's exhibition galleries.
- •The Museum is a smoke-free environment. Candles or any open flames are not allowed inside the event space or Museum. We suggest that battery operated votives and small lamps be used alternatively. Candles **are** allowed outside on our Plaza.
- •Clients are required to provide event insurance through wedsafe.com or another licensed insurance provider.

The Chicago History
Museum is dedicated to
making eco-conscious
and sustainable
decisions.
In order to make our
facility green,
the museum utilizes the
following eco-friendly
features:

•Solar panels

•Use of CFL and LED lighting

•Full system recycling

•Variable speed heating and cooling

Sustainable Practices FEATURED IN



## Museum Policies and Event Guidelines

2013 PICK

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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 aid in your planning. Please contact the Corporate Events

Department with any questions regarding policies and procedures of the Museum.

# Catering

Clients are required to choose from among the exclusive caterers for the Chicago History Museum.

### **Berghoff Catering**

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

#### Blue Plate Catering

312.363.6196 www.blueplatechicago.com 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 Please note that all beverages served at the Chicago History Museum must be provided through our Beverage Program. Our in-house Beverage Program provides many package options to match your needs.

Please inquire with one of our sales representatives for more information.



While our facility works with an exclusive list of caterers, all other vendors can be chosen at your discretion. Please ask to see our annual brochure for a full list of our recommended vendors. Our sales representatives will also be happy to recommend vendors to assist in your event needs.

With your facility contract you will receive the Chicago History Museum policies and procedures to sign and share with all of your selected vendors.

Caterers and vendors have 2.5 hours to set up prior and 90 minutes to clean up following your event.

# **Equipment Rental**

Chicago History Museum has an inventory of equipment from Halls Rental in-house that can be utilized for your event. Once the Corporate Events department receives the final floor plan from the caterer, an invoice for the equipment use will be sent to the Lessee. Fees for equipment rental will be due one week prior to the event date.



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)	\$9.75 per table
Ivory Wood Garden Chair (250)	\$6.30 per chair

# Audio Visual Equipment

#### Projector Package

•9' x 12' Screen

•4500 Lumen projector

Cabling

•A/V set up

Price: \$250

#### Sound Packages

Package 1
•One wireless
microphone with
podium

Price: \$75

Package 2
•Up to four
wireless microphones
with podium

Price: \$125

#### **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 by our vendor.