CITY HALL

EVENTS PACKAGE
2020 - 2021
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Located in Chicago's popular West Loop neighborhood, City Hall is an unparalleled choice for weddings, private functions, live events, conferences, product launches, commercial video & photo production, and fundraising galas. The building's industrial character is preserved with touch points inspired by historic municipal buildings, while classic details and finishes, enhance the space's timeless decor. With your vision, our team is ready to expertly host your event of a lifetime.

City Hall is divided into a 5,400 sq. ft. event space, a 3,700 sq. ft. restaurant/bar and a 10,000 sq. ft. outdoor patio, and can accommodate up to 1800 guests.

Space features:

- Industrial brick wall
- 37-foot stone bar
- Ambient LED lighting
- 20-foot windows
- Column-less space
- 40-feet ceilings with intricate steel beams and skylights
FLOOR PLAN

CAPACITIES

City Hall:
300 Seated
987 Standing
Sq. Ft. - 5,400

Recess:
259 Seated
400 Standing
Sq. Ft. - 3,700

The Patio:
578 Standing
Raised Centered Platform
Up to 60 Seated/150 Standing
Sq. Ft. - 10,000
AMENITIES

City Hall’s column-free space boasts endless options to use the room as you wish, which means you can showcase your company’s brand or personal creativity. Equipped with a greenroom, adjustable lighting, and full bar, this space is ideal for performances, presentations, and social events.

The following amenities are included with your rental fee:

- (30) custom hardwood dining tables (8’x42”)
- (300) wooden chairs
- (6) 24” diameter highboys
- (1) Security guard
- On-site venue manager
- Interior motor vehicle access
- Ambient, customizable LED lighting
- State of the art sound system
- Discounted rates at neighboring hotels
- Full range AV production
- Power outlets in-floor and floating (in ceiling beams)
- Wedding Suite/Green Room

Available for an additional fee:

- Audio/Visual Production
- Dedicated Wi-Fi and hard line connections
- Valet Parking
- Coat Check
- Event Decor
Our in-house team is ready to help you plan the wedding of your dreams! Your rental fee includes not only idea-generation, providing estimates, and day-off logistics, but also the following amenities:

- Space for up to 1800 guests (full venue)
- Wedding suite
- Ceremony space (according to layout)
- Outdoor space for cocktail reception (weather and availability permitting)
- Recommended partners and vendors available upon request
- Open column-less space for different seating arrangements
- State of the art sound system
- Discounted rates at neighboring hotels
PREFERRED CATERERS

AMAZING EDIBLES CATERING
Diana Streit • Catering Sales Manager
P: 312.563.1600
diana@amazingediblescatering.com

BELLA RU CATERING
Maya Rotman-Zaid
President & CEO
P: 847.461.3995 • C: 847.209.1180
maya@bellarucatering.com

BIG DELICIOUS PLANET
Grace Hamilton
Director of Weddings and Events
O: 312.455.1019 C: 815.761.9704
hello@bigdeliciousplanet.com

BLUE PLATE CATERING
Jennifer Vahle • Sales Manager
P: 312.377.0922 • C: 630.341.0852
jvahle@blueplatechicago.com

BOKA GROUP
Jamison Miles
Director of Events / Boka Catering
P: 312.238.9896 ext 2
jamison@bokagrp.com

CATERING BY MICHAEL’S
Lisa Ware
Director of Business Development
P: 847.966.6555
lware@cateringbymichaels.com

CITY BARBEQUE
Suzette Strain • Wedding Coordinator
P: 312.579.9264
sstrain@citybbq.com
Christiane Umphrey • Regional Catering Director
P: 312.805.6091
christiane.umphrey@citybbq.com
PREFERRED CATERERS

ENTERTAINING COMPANY
Julie Fitzgerald • General Manager
P: 312.829.2800
julie@entertainingcompany.com

DANZIGER KOSHER CATERING
Caryn Morginstin • Director of Catering
P: 847.982.1818 C: 847.878.6193
caryn@danzigerkoshercatering.com

FOOD FOR THOUGHT
Dana Morones • Sales Consultant
P: 312.345.3506 C: 224.935.2097
dmorones@fftchicago.com

J & L CATERING
Amy McMonigal • Event Planner
P: 312.280.7900 C: 312.579.4472
amymcmonigal@jandlcatering.com

JEWELL CATERING
Jenna Cook • Director of Sales
P: 312.374.8215
jcook@georgejewell.com

LIMELIGHT CATERING
Allison Canum • Event Producer
P: 773.883.3080 C: 616.307.3753
acanum@limelightcatering.com

TRUFFLEBERRY MARKET
Ali Cavedo • Director of Client Relations
P: 630.301.2669 C: 262.325.1458
acavedo@truffleberrymarket.com
PAYMENTS & CHARGES
Deposit is due at the contract signing to secure the date of your event. Deposit amount is based on 50% of the estimated total. Final bar selection, guest count and final payment for the event is due 10 days prior to the event.

CANCELLATION
Cancellations submitted more than (6) months prior to the event date will result in a 50% retention of the initial deposit. Cancellations submitted less than six (6) months from the event date will result in forfeiture of the total amount paid to date.

TAX AND FEES
All rates are subject to 11.75% sales tax, a 3% administration fee and a 20% service charge.

LIABILITY INSURANCE
We require Special Event CERTIFICATE OF LIABILITY INSURANCE for your event. Certificates are due no later than thirty (30) days prior to your event date. Your insurance and that of all vendors must list CITY HALL, its landlord, employees, contractors, and contracted vendors as additionally insured parties and protect against bodily injury, property damage, personal injury and other loss arising out of your use and occupancy of the premises. The insurance must have a single liability limit of not less than $1 million and a general aggregate liability limit of not less than $2 million.

CATERING
Client agrees to use a caterer from CITY HALL approved list of catering companies. In the event CITY HALL agrees to allow an outside vendor for catering service for an event, the caterer is required to pay CITY HALL a 15% commission on food & beverage sales.  
*Chef or Restaurant Sponsored Events: CITY HALL will charge a $750 outside vendor fee. Chef or Restaurant sponsored events must work with a caterer from our approved list to manage and oversee the event.

SECURITY
All productions at CITY HALL will require the provision of security personnel. One security guard is included in the venue rental fee for events with less than 150 guests. For each additional 100 guests, one security guard will be added. CITY HALL will determine the level of security required for each production, and if additional security is deemed necessary by CITY HALL in its sole discretion, the Client will be responsible for all additional security costs.

EVENT DECORATIONS
No helium balloons, glitter, foil or paper confetti, loose candy, or similar items will be allowed on site. Candles are permitted, but must be self-contained with no open flames to prevent wax from dripping and pooling on the furniture and floors. Fog or smoke machines are not permitted inside the City Hall facility, unless water based. The use of flame-ignited effects is expressly prohibited within or on the premises of CITY HALL. Any damage resulting from décor items shall be payable by the Client to CITY HALL.
INSPIRATION PHOTOS
FOR MORE INFORMATION CONTACT:
privateevents@thecityhall.com
or call 312.801.1181

CITY HALL

838 W. Kinzie St., Chicago, IL 60642 • thecityhall.com