



EVENT MENU OF SERVICES

MEETING EVENT SPACE

Our **Library** is a blend of marble, reclaimed wood and iron, impressive book cases, old world billiards lighting and an expansive 10' foot custom table creating a warm backdrop. Custom made barn wood doors enclose the space to ensure privacy and comfort. This space is the ideal venue for your next business meeting, off-site retreat, or workshop.

The **Club Room**, which is adjacent to the Library, is furnished with luxurious and comfortable seating, complete with a fireplace, plasma television, and barn wood doors for additional privacy. It is ideal for socializing, brain-storming, breakout sessions, and/or a post business meeting with a complimentary wine tasting provided by one of our Hotel owners (subject to availability).

Rates:

Board Room Package: Library

- Monday – Friday: \$250 half day/\$400 full day

Deluxe Board Room Package: Library and Club Room

- Monday – Friday: \$800 half day/\$1000 full day

City Tax: 4.5% tax applies as required by the City of Chicago

Holidays: Rates subject to change

Includes:

- Onsite front house Manager
- Use of space between 7:00 am and 5:00 pm
- Exclusive use of Club Room and Library space
- Meeting set up / take down
- Access to Smart television with connectivity for presentation
- Cleaning Fee
- Complimentary Wi-Fi
- ONE COMPLIMENTARY PARKING SPACE FOR HOST/HOESST

Capacity:

Library: Conference table for 10-12 people seated

Club Room: Up to 48 people seated (rentals not included)

- Classroom seating (rentals not included)
- Up to 15 in a casual environment
- Up to 65 for cocktail reception

Food and Beverage:

We provide a selection of different food and beverage packages depending on your needs. We offer coffee and tea service with freshly baked pastries and muffins from wonderful restaurants or caterers. We will help facilitate all ordering and delivery. We are also within walking distance to some wonderful Andersonville restaurants.

Business Package: \$15.00 per person/day

Includes light and locally-sourced, freshly-made snacks, and beverages (coffee, tea, sodas, water). The snacks feature local delicacies from Amy's Candies, Hilary's Cookies, and many more!

Breakfast Package: \$12.00 per person

Includes coffee and tea service with a selection of freshly baked goods from Chicago's Baker and Nosh bakery.

Drink Beverage Package: \$10.00 per person/day

Includes coffee, tea, sodas, and water which are refreshed as needed throughout the day.

MEETING EVENT SPACE, CONTINUED.

Seating and Rentals:

- **Club Room:** features ample and comfortable seating in a relaxed and intimate environment.
- **Library:** features a large farmhouse table with seating for up to 12 people.
- **Rentals:** Tables, chairs and linens are available for up to 25 for an additional rental fee. If you require a different seating arrangement, we can refer you to our preferred rental vendor who can accommodate your needs.

If you require the rental equipment to be set up and taken down by a member of our staff, an additional fee (starting at \$250) will apply.

Parking: There is metered and non-metered street parking available. If you book a suite, we offer secure garage parking for a fee of \$20 a day.

Staffing: Our staff is available to assist you when needed.

Deposit:

- A 50% payment towards the balance is required to reserve the space, along with a signed contract. The remaining amount is due 30 days before the event.
- A valid credit card is required with the signed contract. A \$500 hold will be placed on the credit card for any additional cleaning or damage.
- Any damage exceeding the \$500 will be charged to the credit card immediately after the event.
- **Cleaning:** If additional cleaning is required, a \$250 fee will be charged to the credit card on file.

SPECIAL EVENTS

Setting a perfect tone for an intimate gathering, The Club Room and Library, feature a warm and welcoming fireplace, custom made farm table, crystal chandelier lighting, and a collection of repurposed vintage and leather seating. And our art gallery throughout the space provides a unique narration of Chicago's past and present. You'll find The Club Room and Library to be the perfect venue for a wide variety of special events, including weddings, rehearsal dinners, cocktail receptions, baby showers, anniversaries, and many more.

Rate:

- Monday through Wednesday: \$1,000
- Thursday through Sunday: \$1,500
- **City Tax:** 4.5% tax applies as required by the City of Chicago
- **Holidays:** Rates subject to change
- All events must conclude by 10pm

Includes:

- On site front house Manager
- Exclusive use of Club Room and Library spaces
- Access to Smart TV
- Cleaning Fee
- Preferred partnerships with event planners, catering, and rental companies
- ONE COMPLIMENTARY PARKING SPACE FOR HOST/HOESST

Capacity:

Library: 10-12 seated

Club Room:

- Cocktail/Hor d'oeuvres Up to 65
- * Formal Dining/Seated: Up to 50 (rentals extra)

Food and Beverage:

Our preferred caterers all source fresh, high quality, farm to table food. We are BYOB, so you are welcome to bring in your own alcohol, however all require a certified bartender arranged by the hotel (fee not included).

Seating and Rentals:

For events requiring formal table seating for more than 10 people, we recommend you work with our preferred caterers to accommodate your needs. All rentals and equipment need to be set up and taken down within the allotted rental time frame. Exceptions may be given upon request.

If you require the rental equipment to be set up and taken down by a member of our staff, an additional fee will apply depending on the event.

SPECIAL EVENTS, CONTINUED.

Parking:

There is metered and non-metered street parking available. If you book a suite at The Hotel, secure garage parking is available for \$20 a day.

Staff:

- Additional fee: For any events under \$1,000, a \$20 per hour staff fee will apply.

Deposit:

- A 50% payment towards the balance is required to reserve the space, along with a signed contract. The remaining amount is due 30 days before the event.
- A valid credit card is required with the signed contract. A \$500 hold will be placed on the credit card for any additional cleaning or damage.
- Any damage exceeding the \$500 will be charged to the credit card immediately after the event.
- Cleaning: If additional cleaning is required, a \$250 fee will be charged to the credit card on file.

CONTACT

Please email us at events@theguesthousehotel.com to request a tour and inquire about booking your event.

