



University Groups: The Office of Event Services Guidelines & Contract

Guidelines are valid August 1, 2013-June 30, 2014

Reservation Process & Cancellation Policy

- Space requests are only accepted via space request form. Request forms are available at www.eventservices.uchicago.edu or in suite 106 in Ida Noyes Hall. For processing, completed forms can be emailed to oessched@lists.uchicago.edu, faxed to 773.702.1195 or returned to suite 106 in Ida Noyes Hall. Requests are subject to approval and are accepted up to one year in advance. **Please allow 2 business days for processing.**
- Once approved; you will receive the reservation and the OES Guidelines and Contract. A signed contract is due within 15 business days of receipt to confirm your reservation. **Your reservation will be cancelled after 15 business days if contract is not received.**
- For requests made within 15 business days of the event; a signed contract is due within 24hrs of making the reservation.
- In the event you decide to cancel your reservation; the following charges will be incurred. Days Prior to Event: 60 – 30 days 50% of total charges / 29 – 15 days 75% of total charges / 14 days or less 100% of total charges

Final Payment & Invoice

- University Departments: Reservations are invoiced 14 business days after event takes place. **The 10-digit account number provided at time of reservation is debited via ACCTS upon receipt of invoice.**
- Recognized Student Organizations: Reservations are invoiced 14 business days after event takes place. The 10-digit account number has been provided by your advisor.

Fees

- **Event Service Worker (ESW) Fee:** Event bookings with access times at or before 8am will be assessed a fee for early morning set-up. Small spaces, which include the East Lounge, West Lounge, Library/Lounge, Lobby, Coulter Lounge and Home Room, will be assessed \$125.00 per event space. Large spaces which include the Cloister Club, Courtyard, 3rd Floor Theater, and Assembly Hall will be assessed \$250.00 per event space. Reservations with three or more event spaces will be assessed a \$500.00 fee. The Cinema, Tiffin Board Room and Room 117 are excluded from early morning set-up fees.
- **Function Housekeeper:** A function housekeeper is required for all catered events that take place outside of regular service times; Mon-Sat 8a-4p. The fee is \$31 per hour (4hr min. on Sundays.) Fee not applicable to RSOs unless determined by Event Coordinator.
- **Audio/Visual Tech support:** A Technician is required when reserving AV equipment. The technician is responsible for setting, managing and breaking down equipment. The charge for technician is \$50 per hour. Fee not applicable to RSOs unless determined by Event Coordinator.
- **Fire Guards:** As required by city ordinance, all events, theatrical performance based or showing film in the Max Palevsky Cinema will require a Fire Guard. Fire guard insures that fire safety is carried out in the event of an emergency. The fee is \$20 per hour. Fee is not required for lectures, discussion groups or dinners held in these spaces.
- **Building Manager Fee:** Fee applies to event bookings at Ida Noyes Hall with access times at or before 8am or after 12a. The fee is \$80.
- **House Manager Fee:** Fee applies to event bookings at International House. The house manager is scheduled for the duration of your reservation; fee is \$20 per hour (4hr min.)
- **Event Set-up Change Fee:** Fee applies when changes are made to the room set-up less than 3 business days from the event; fee is \$150 (Fee not applicable to RSOs unless determined by Event Coordinator.)
- **Piano Tuning:** Ida Noyes Hall and International House have upright pianos available for use free of charge. Piano tuning can be coordinated at your request; the charge for tuning is \$115.00. Piano tuning will be scheduled no more than one week prior to event. Requests should be made within 3 weeks of event.

Please make note of the following:

- Ida Noyes Hall & International House are NOT air-conditioned; with the exception of the Max Palevsky Cinema, Conference Room 117, Assembly Hall, Coulter Lounge and Tiffin Boardroom. Rental pedestal fans are available; please contact event coordinator for more information.
- Ida Noyes Hall is home to DOC Films and the Pub. The facility is open to the general university community; every effort is made to ensure that simultaneous events do not interfere with one another.
- International House is a residence hall with a 24 hour operation that consists of resident programming and a few departmental offices; every effort is made to ensure that simultaneous events do not interfere with one another.

Furniture & Rental Equipment

Furniture is reserved on a first-come first serve basis. Additional rental fees will apply if furniture is rented to facilitate your event. Rental linen and other rental equipment is available upon request. Please contact your Event Coordinator for pricing.



Catering

We encourage you to make all your catering arrangements from our *List of Preferred Caterers*. **Caterers not on our list must be approved by event coordinator no later than 14 business days prior to event.** All caterers must provide a certificate of insurance showing proof of: General liability insurance in the amount of \$1,000,000 and Worker’s compensation coverage (general liability coverage of caterers who provide and/or serve alcoholic beverages should indicate that alcoholic beverages are included in the coverage.) Please see catering guidelines for *day of* expectations.

Alcoholic Beverages:

- Any event serving alcohol must have an approved alcohol request form on file. Requests should be made at the time of confirmation of your reservation and no less than 14 business days prior to the event. NO EXCEPTIONS. Forms will be provided upon your request.
- **Only** beer and wine are permitted to be served.
- All events held at Ida Noyes Hall **must** conform to the University of Chicago alcohol policy: <https://studentactivities.uchicago.edu/facilities/alcohol.shtml>
- Groups must abide by all applicable laws, regulations and rules, including state and local liquor laws.
- No persons under the age of 21 may be served or allowed to drink alcoholic beverages. Open bars/cash bars and self-serve alcohol is not permitted.
- **Failure to comply with these rules may result in the immediate shut down of your event.**

I have read and understand the guidelines listed above and shall comply with the terms and conditions listed. The sponsoring organization and its representatives are responsible for all charges and for any damage to the property, its furnishings, and to any articles rented from Ida Noyes Hall and/or International House.

Other Terms

- Ida Noyes Hall, International House and the University of Chicago expressly reserve the right to limit use of their name, logo, and or affiliation by groups renting the facilities. Groups must submit any and all materials that use Ida Noyes Hall, International House or the University of Chicago’s name no later than 3 weeks prior to the event.
- Smoking is not permitted inside of either facility. Clients are responsible for enforcing this policy with guests.
- Taping, tacking, nailing, etc. of objects to the walls, fixtures, etc., is PROHIBITED at Ida Noyes Hall and in International House. An easel or sign holder may be requested to accommodate this need.
- Solicitation of Ida Noyes Hall, International House clients and general public is NOT permitted inside or on the exterior premises.
- Guests will confine themselves to the rented area and restrooms and will not interfere in any way with the events of other clients.
- Groups causing damage to Ida Noyes Hall, International House, its fixtures or furnishings will be billed accordingly.
- OES may refuse future rentals to individuals or groups who caused a disturbance or failed to adhere to the terms of the OES contract.
- Ida Noyes Hall and International House will not assume any responsibility for the damage or loss of articles or merchandise left on the premises prior to, during or after the event. Groups without University affiliation hereby agree to indemnify and hold harmless the University of Chicago, Ida Noyes Hall and International House from and against any and all claims, liabilities or costs (including reasonable attorney’s fees and whether by reason of personal injury or death or property or otherwise) arising out of or connection with the event or this agreement caused or contributed to by the negligence of the Group, its guests, invitees, or agents or independent contractors hired by the Group. Such Groups shall provide a certificate of insurance evidencing \$1,000,000 of general liability insurance naming Ida Noyes Hall or International House and the University of Chicago as an additional insured. Any caterer must also provide a certificate of insurance evidencing workers’ compensation insurance and \$1,000,000 of general liability (including liquor liability if alcoholic beverages will be served) insurance naming Ida Noyes Hall or International House and the University of Chicago as an additional insured.

PLEASE SIGN CONTRACT AND RETURN TO THE ATTENTION OF THE OFFICE OF EVENT SERVICES / 1212 East 59th STREET, CHICAGO, IL 60637 / FAX TO: 773.702.1195

Reservation Number: _____

Name of Event: _____

Date of Event : _____

Signature of Authorized Representative: _____

Contact Person for Day of Event: _____

Today’s Date: _____



2013-2014 List of Preferred Caterers

Biagio!

Contact: **Michelle Cirrincione**

4242 N. Central Ave., Chicago, IL 60634

www.suparossa.com

michelle@suparossa.com

773-736-9009

Blue Plate Catering

Contact: **Caryn Blumenfeld**

1061 West Van Buren, Chicago, IL 60607

www.blueplatechicago.com

cblumenfeld@blueplatechicago.com

312-421-6666

Catering Out the Box

Contact: **Anthony B. Waller**

1133 East 83rd Street, Chicago, IL 60619-6450

www.cateringoutthebox.com

cateringoutthebox@comcast.net

773-493-3110

D'Masti Catering

Contact: **Dan D'Masti**

Chicago, IL 60622

www.dmasti.com

dmasti@dmasti.com

773.935.8085

J&L Catering

Contact: **Marlene Trevino**

1229 N. North Branch, Chicago, IL 60622

www.jandlcatering.com

marlenetrevino@jandlcatering.com

312-280-7900

U Chicago Catering

Contact: **Jeffrey A. Ganan**

1225 East 60th Street, Chicago, Illinois 60637

<https://uchicago.catertrax.com>

ganan-jeffrey@aramark.com

773-834-1144
