



NON-University Guidelines & Contract (last updated 9/16)

RESERVATION POLICIES

- Non-University events can only be scheduled from July 1- August 31.
- Space requests are subject to approval and are accepted up to one year in advance. Please allow 7 business days for processing.
- All events must end no later than 12a. No exceptions.
- Payment of room fee and signed contract is due within 15 business days of receipt your reservation. Your reservation will be cancelled after 15 business days if payment and contract is not received.
- For reservations made within 30 business days of the event; payment of event package, a signed contract and **all** event details are due within 3 business days of making the reservation.

CANCELLATION POLICY

- 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

PAYMENT INFORMATION

- All charges incurred in addition to your room charge are due no later than 15 business days prior to your event.
- To make a credit card payment please pay online at: <https://eventservices.uchicago.edu/content/online-payment> we accept Visa, MasterCard and American Express. Please provide your reservation number or date of event.
- Please make checks payable to *The University of Chicago*. Please include your reservation number on the check and mail checks to: The Office of Finance & Administration, International House, University of Chicago 1414 E. 59th Street Chicago, IL 60637

FEES IN ADDITION TO ROOM CHARGES

- **Event Service Worker (ESW) Fee:** Event bookings with access times outside of building hours and scheduled on Sundays will incur a fee for set-up. The East Lounge, West Lounge, Library/Lounge or Lobby will be accessed \$125.00 per event space. The Cloister Club, Courtyard or 3rd Floor Theater will be accessed \$250.00 per event space. Reservations with three or more event spaces will be accessed a flat \$500.00 fee. The Cinema and Room 117 are excluded from set-up fees.
- **Function Housekeeper:** A function housekeeper is required for all catered events that take place outside of regular service times. ****NEW** Regular service hours are Monday – Friday 8a-4p. The fee is \$31 per hour; with a 4hr min.**
- **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 \$55 per hour (5hr min.)
- **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 held in these spaces.

- **Building Manager Fee:** Fee applies to reservations with access times outside of normal building hours. The fee is \$80. For reservations made during interim period; there is a \$20 fee per hour with a 4hr min. Please note building access does not extend earlier than 6a and past 1a.
- **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.
- **Piano Tuning:** Ida Noyes Hall has an upright piano 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.

EVENT NOTES

- Reservations include only 1 room set-up per event space per reservation. Please plan accordingly.
- Ida Noyes Hall is NOT air-conditioned; with the exception of the Max Palevsky Cinema and Conference Room 117. We have arranged for portable cooling units to cool the Cloister Club during the summer months. Rental pedestal fans are available; please contact event coordinator for more information.
- Ida Noyes Hall is home to DOC Films, the Pub and other student activities; efforts are made so that simultaneous events do not interfere with one another.
- 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.)
 - Homemade food and pot lucks are **not** permitted.
 - The third floor Theater, the Library and the Cloister Club are the only event spaces with a designated prep space for caterers. Prep space includes access to water.
 - Caterer's rental orders **must be approved** by event coordinator.

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.
 - All events held at Ida Noyes Hall **must** conform to the University of Chicago alcohol policy: <http://commonsense.uchicago.edu/page/appendix-vii-drug-and-alcohol-policies>
 - 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. Self-serve alcohol is not permitted.
 - Caterer providing food for your event **must** have a licensed bartender serve the alcohol. Failure to comply with these rules may result in the immediate shut down of your event.

TERMS

- Taping, tacking, nailing, etc. of objects to the walls, fixtures, light fixtures etc., is PROHIBITED at Ida Noyes Hall. An easel or sign holder may be requested to accommodate this need.
- Ida Noyes Hall 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 or the University of Chicago's name no later than 3 weeks prior to the event.
- Smoking is not permitted inside of facility. Clients are responsible for enforcing this policy with guests.
- Solicitation of Ida Noyes Hall 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, 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 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 and Ida Noyes Hall 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 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 and the University of Chicago as an additional insured.

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. TO ACCEPT AND CONFIRM RESERVATION; PLEASE SIGN BELOW AND SEND PAGE 3 TO THE OFFICE OF EVENT SERVICES AT oessched@lists.uchicago.edu OR 773.702.0990. I read ALL three pages of this document, I understand the terms listed above and shall comply with the terms and conditions listed.

Reservation Number:

Name of Event:

Date of Event:

Signature of Authorized Representative:

Day of event Contact:

Today's Date:

LIST OF PREFERRED CATERERS

Amazing Edibles www.amazingediblescatering.com

Contact: **Andrea Herrera**/2419 W. 14th St., Chicago, IL 60608 / andrea@amazingediblescatering.com
773-773-505-6575

Biagio! www.biagioevents.com

Contact: **Sylvia Matura**/4242 N. Central Ave., Chicago, IL 60634 / sylvia@biagioevents.com
773-736-9009

Blue Plate Catering www.blueplatechicago.com

Contact: **Lauren Plue**/1061 West Van Buren, Chicago, IL 60607/ lplue@blueplatechicago.com
312-421-6666

Catering Out the Box www.cateringoutthebox.com

Contact: **Anthony B. Waller**/1133 East 83rd Street, Chicago, IL 60619 / **773-493-3110**

D'Masti Catering www.dmasti.com

Contact: **Kathy D'Masti**/11915 Western Ave, Blue Island, IL 60406 / dmasti@dmasti.com
773.935.8085

Food For Thought Catering www.fftchicago.com

Contact: **Brian Kiefer**/435 North Michigan Avenue Ste 2021 Chicago, IL 60611/ bkiefer@fftchicago.com
312-222-3022

J&L Catering www.jandlcatering.com

Contact: **Evelyn Hitchcock**/1229 N. North Branch, Chicago, IL 60622
evelynhitchcock@jandlcatering.com / **312-284-8109**

Limelight Catering www.limelightcatering.com

Contact: **Nicole Orlando**/2000 North Racine Avenue, Chicago, IL 60614/ nicole@limelightcatering.com
773-883-3080

Paramount Events ParamountEventsChicago.com

Contact: **Janie Smith**/1932 W. Lake St., Chicago, Illinois 60612/ janie@paramounteventschicago.com
773-880-8044

Uchicago Catering: Bon Appetite

Contact: **MaryPat Dorner**/ 1307 E. 60th St suite 018, Chicago, Illinois 60637 /
marypat.dorner@cafebonappetite.com / **773-834-1533**

LIST OF LOCAL RESTAURANTS

Cedars (Mediterranean): www.eatcedars.com

Giordano's: www.giordanos.com

Kikuya (Japenses): www.kikuyaonline.com

Lighthouse Grill: www.lighthousewholefoodgrill.com

Medici on 57: www.medici57.com

Native Foods Café (Vegan): www.nativefoods.com

Noodles ETC (Thai): www.noodlesetc.com

Pizza Capri: www.pizzacapri.com

Rajun Cajun (Indian): www.rajunrestaurant.com

Shinju Sushi: www.shinjusushi.com

The Nile (Middle Eastern): www.nilerestaurantofhydepark.com

The Sit Down Café: www.thesitdowncafe.com

The Snail (Thai): www.snailthai.com