



## Recognized Student Organizations Guidelines & Contract

(Last updated Feb. 2016)

---

### RESERVATION POLICIES

- Space requests are subject to approval and are accepted up to one year in advance. Please allow 2 business days for processing.
- 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.
- **\*\*NEW\*\*** for requests less than 7 business days of the event; a signed contract AND all event details are due at the time request is made. No Exceptions.

### ADDITIONAL NOTES

- Student groups acquire the event spaces “as is”. They are responsible for the break down and set-up of furniture.
- 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.
- Ida Noyes Hall is NOT air-conditioned; with the exception of the Max Palevsky Cinema and Conference Room 117. 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.

### CANCELLATION POLICY

- Reservations should be cancelled as soon as possible to allow for use of that space. Please do not abuse the privilege of free space.

### PAYMENT INFORMATION

- Student Groups are not charged use of space in Ida Noyes Hall. All other fees apply.
- Reservations are invoiced approximately 3 weeks after event takes place. Your 10-digit account number will be debited upon receipt of invoice.
- **\*\*NEW\*\*** All changes to account numbers must be made before the day of event.

### IN ADDITION TO ROOM FEES

- **Function Housekeeper:** Student groups are responsible for emptying the trash from their event. However a function housekeeper is required for all catered events that take place in more than one event space and/or after regular service times. Regular service times are Monday – Saturday 8a-4p. The fee is \$31 per hour with a 4hr minimum.

- **Audio/Visual (AV) Equipment:** Please see price matrix for AV charges
- **AV 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. A student group may choose to set the AV equipment; if they are knowledgeable in setting it and managing it on their own. Please note: if you choose this option there will be *no* tech support available on the day of event.
- **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 and during interim period. The fee is \$80. **\*\*NEW\*\*** Please note access cannot extend earlier than 6a and past 1a.
- **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.

## CATERING

- Homemade food and pot lucks are not permitted.
- 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.)
  - 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.

## ALCOHOLIC BEVERAGES

- All requests to serve alcohol must have an approved alcohol request form on file. Requests should be made at the time of reservation and no less than 14 business days prior to the event. **NO EXCEPTIONS.** Forms will be provided upon your request. The Center for Leadership & Involvement (CLI) must approve all RSO requests for alcohol. **\*\*NEW\*\*** CLI has their own approval process, please see your advisor.
  - 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.
  - 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, 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 4 TO THE OFFICE OF EVENT SERVICES AT oessched@lists.uchicago.edu OR 773.702.0990. I read ALL four 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:**

---

## 2015-2016 LIST OF PREFERRED CATERERS

**Amazing Edibles** [www.amazingediblescatering.com](http://www.amazingediblescatering.com)

Contact: **Andrea Herrera** / 2419 W. 14<sup>th</sup> St., Chicago, IL 60608 / [andrea@amazingediblescatering.com](mailto:andrea@amazingediblescatering.com) / 773-773-505-6575

**Biagio!** [www.biagioevents.com](http://www.biagioevents.com)

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

**Blue Plate Catering** [www.blueplatechicago.com](http://www.blueplatechicago.com)

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

**Catering Out the Box** [www.cateringoutthebox.com](http://www.cateringoutthebox.com)

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

**D'Masti Catering** [www.dmasti.com](http://www.dmasti.com)

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

**Food For Thought Catering** [www.fftchicago.com](http://www.fftchicago.com)

Contact: **Brian Kiefer** / 435 North Michigan Avenue Suite 2021 Chicago, IL 60611 / [bkiefer@fftchicago.com](mailto:bkiefer@fftchicago.com) / 312-222-3022

**J&L Catering** [www.jandlcatering.com](http://www.jandlcatering.com)

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

**Limelight Catering** [www.limelightcatering.com](http://www.limelightcatering.com)

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

**Paramount Events** [ParamountEventsChicago.com](http://ParamountEventsChicago.com)

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

**Uchicago Catering** <https://uchicago.catertrax.com>

Contact: **Anika Jackson** / 1307 E. 60<sup>th</sup> St suite 018, Chicago, Illinois 60637 / [jackson-anika@aramark.com](mailto:jackson-anika@aramark.com) / 773-834-7566

## LIST OF LOCAL RESTAURANTS

**Cedars (Mediterranean):** [www.eatcedars.com](http://www.eatcedars.com)

**Giordano's:** [www.giordanos.com](http://www.giordanos.com)

**Kikuya (Japanese):** [www.kikuyaonline.com](http://www.kikuyaonline.com)

**Lighthouse Grill:** [www.lighthousewholefoodgrill.com](http://www.lighthousewholefoodgrill.com)

**Medici on 57:** [www.medici57.com](http://www.medici57.com)

**Native Foods Café (Vegan):** [www.nativefoods.com](http://www.nativefoods.com)

**Noodles ETC (Thai):** [www.noodlesetc.com](http://www.noodlesetc.com)

**Pizza Capri:** [www.pizzacapri.com](http://www.pizzacapri.com)

**Rajun Cajun (Indian):** [www.rajunrestaurant.com](http://www.rajunrestaurant.com)

**Shinju Sushi:** [www.shinjusushi.com](http://www.shinjusushi.com)

**The Nile (Middle Eastern):** [www.nilerestaurantofhydepark.com](http://www.nilerestaurantofhydepark.com)

**The Sit Down Café:** [www.thesitdowncafe.com](http://www.thesitdowncafe.com)

**The Snail (Thai):** [www.snailthai.com](http://www.snailthai.com)