

FAQ for Café Brauer

Can I bring in my own vendors who are not on the *Approved Vendor List*?

We strongly suggest that you use vendors from our Approved Vendor List. In forming the list, we took into consideration those vendors who have repeatedly been suggested by employees and customers of Café Brauer for Café Brauer events. All of the vendors on our list are also licensed by the city and state where necessary, and have provided Café Brauer with the appropriate certificates of insurance. Further, each is familiar with the Café's setting, configuration, features and requirements, and with our policies and guidelines.

The use of an outside vendor is allowed only at the discretion of Café Brauer management. Anyone wishing to use an outside vendor must submit the name and contact information of the vendor to Café Brauer at least 60 days before the event.

Can we bring in our own liquor, beer or wine?

All liquor, beer and wine must be purchased through Café Brauer.

May I bring in my own floral, decorations or any other equipment?

Please use the Approved Vendor List for all items related to your event as these vendors know this building inside and out and are willing to work with you on your budgets.

For an evening rental, when can my vendors begin set-up and what is the take-down policy?

Please contact your sales manager for times but in most cases vendors may begin set-up at 2:00 p.m. If your vendors need to come in earlier they may coordinate a time with your sales manager.

Take-down and removal of equipment begins immediately after the event. Café Brauer cannot store equipment prior to or after the event.

Why do I need to get insurance?

The procurement of insurance is a standard business practice that protects both the patron and the zoo should claims arise from the event. Café Brauer does have its' own insurance but it covers the acts and omission of the zoo. It does not cover patron's guests. We need a \$1 million general liability policy that names the Lincoln Park

Zoological Society, the Chicago Park District, the Chicago Public Building Commission and Levy restaurants as additional insureds as listed on your contract. You may contact your homeowner insurance company to add this policy for a minimal fee or contact your sales manager for other companies to work with for this coverage.

Is parking available at Café Brauer?

Street parking is difficult around Café Brauer. Valet service is recommended and can be arranged by your sales manager for an additional fee.

Does the location fee include tables and chairs?

You should make arrangements with your caterer for the rental of tables and chairs. Café Brauer does own green, plastic café tables that can only be set up on the loggias if requested. We have 12 tables and 48 chairs and there is no additional charge for this.

Can we hold the wedding ceremony and reception at Café Brauer?

Yes. Ceremonies can take place on the loggia and the reception can take place inside the Great Hall. Or, you can have the ceremony inside the Great Hall, break for cocktails on the loggia and then move back inside the Great Hall for the reception.

Can we schedule a wedding rehearsal at Café Brauer?

Unfortunately, due to the volume of our business we cannot accommodate wedding rehearsals.

Where does the revenue that Café Brauer generates go to?

Lincoln Park Zoo, which owns Café Brauer, is a registered 501 (c) 3 not-for-profit organization. All funds from special events go directly to Lincoln Park Zoo to help keep it free 365 days a year and feed and house the zoo's living collection of more than 2,900 exotic animals. Please remember that forty percent (40%) of your location fee is tax exempt.