



CAFÉ BRAUER EVENT GUIDELINES

CAFÉ BRAUER RENTAL FEES

Daytime (9 a.m.–1 p.m.)
Daily \$2,000

Evening (5 p.m.–midnight)
Monday–Thursday \$2,000
Friday \$4,500
Saturday and Holidays \$7,500
Sunday \$3,500

Liquor Minimums:

Daytime	No minimum
Monday–Thursday, Evenings	No minimum
Friday Evenings	No minimum
Saturday Evenings and Holidays	\$6,000
Sunday Evenings	No minimum

Included in the rental fee are the following tables and chairs. A \$300 labor fee will apply.

- (30) 60-inch round tables
- (275) Mahogany folding chairs
- (12) Highboys
- (12) Black, wrought-iron tables with 48 matching chairs
- (6) 6-foot rectangular tables
- (6) 8-foot rectangular tables

Included in the rental fee from November 1–April 30 are heated tents that enclose the North and South Loggias. The tents are not available May 1–October 31.

ADDITIONAL HOURS

Café Brauer closes at midnight. However, if Patron makes specific arrangements thirty (30) days in advance of the event date with the Lincoln Park Zoo Sales Manager, Café Brauer may be made available until 2 a.m. for an additional fee of \$1,000 per hour.

Set-up time will be determined at the sole discretion of the Lincoln Park Zoological Society. Teardown will begin immediately following the event.

Forty (40%) percent of the room rental fee is tax deductible and qualifies as a donation to the Lincoln Park Zoological Society.

RESERVATIONS/DEPOSITS

Event reservations will be confirmed upon receipt of:

- a non-refundable fifty percent (50%) room rental deposit
- a signed Café Brauer Patron Agreement and initialed copies of the Café Brauer Event Guidelines and Preferred Vendor List

INSURANCE

At least thirty (30) days prior to the event, Patron will be required to provide the insurance documentation as described on the Patron Agreement. Without this said insurance, the event may be cancelled at the sole discretion of the Lincoln Park Zoological Society. The deposit will not be refunded.

CANCELLATION POLICY

If the event is canceled ninety (90) days or less from the reserved date, the Patron is still responsible for the remaining balance of the rental fee and liquor minimum as listed in this contract. No interest will be payable on the deposit.

SERVICES

Please coordinate with your Sales Manager for the liquor package, wine selections, insurance, valet parking, coatroom attendants, additional security and other special services thirty (30) days in advance of the event date so the appropriate arrangements may be made. These services are available at an additional cost as established by the Lincoln Park Zoological Society. For your convenience, the rates for these services are included in the additional services sheet located in this package.

INITIALS/DATE

REHEARSALS

Due to the volume of events hosted at Café Brauer, rehearsals are unavailable.

**This information is subject to change and shall be treated as part of the contract*

PAYMENTS

All fees must be payable to the following:

**Lincoln Park Zoological Society
Sales Department
2001 North Clark Street
Chicago, IL 60614**

All payments, including, but not limited to the remaining balance of the rental fee, liquor charges and any additional services rendered through Café Brauer (such as valet parking and coatroom attendants) are due and payable by cashiers check or credit card ten (10) business days prior to the event.

An invoice will be sent to the Patron outlining any additional charges incurred the night of the Event. The invoice must be paid within ten (10) business days of the date it is sent by the Lincoln Park Zoological Society.

ADDITIONAL SERVICES

1) Hosted Valet Parking Service

Valet parking is available for an additional fee. Please speak with your sales manager for pricing.

2) Coat Check

\$150 per coatroom attendant. One attendant for every 100 guests.

3) Additional Security (Rental fee includes one (1) security guard) Additional security for \$175 per guard is required for every 100 guests and by request.

4) Restroom Attendants

\$100 per attendant.

5) Lower Level Café

Available October 01-May 01, in conjunction with Great Hall rental. Please contact Sales Manager for availability and fees.

6) Beer Garden

Available October 01-May 01, in conjunction with Great Hall rental. Please contact Sales Manager for availability and fees.

7) Heaters

Propane Heaters are available at \$100 each.

LIQUOR POLICY

Levy Premium Food Service Limited Partnership will be the exclusive provider of all alcoholic beverages served at any event held at Café Brauer.

All liquor selections must be provided to your Sales Manager ten (10) business days prior to your event date. Final payment for all anticipated liquor consumption will be due ten (10) business days prior to the event. Payment for any additional liquor purchases, not previously paid for, will be due within ten (10) business days after the event date. If the bar is opened for additional hours it will be based on the prearranged final guest count. Extended bar will only be billed on an hourly basis.

Caterer is responsible for providing bar service, which includes set-up, glassware and staff. Café Brauer staff will issue the agreed-upon liquor, ice and mixers to the Caterer.

It is Café Brauer's firmly held business philosophy to, at all times, serve alcohol responsibly and only to those who are legally permitted to consume alcohol. Café Brauer and Caterer have the authority to discontinue the service of alcohol to any guest who has been overserved.

Please be advised that Café Brauer's bar service has a six (6) hour maximum.

Bars are only open on an hourly basis.

There is a two (2) drink maximum per person per order at the bar.

No outside wine/beer or liquor is allowed to be brought in Café Brauer.

There are no shots allowed at the event. Café Brauer has the right to card all individuals and no one under the age of twenty-one (21) can consume alcoholic beverages.

INITIALS/DATE

POLICIES

Any event held at The Great Hall of Café Brauer must conform to the following policies:

Excused Non-Performance

If for any reason beyond its control, including, but not limited to, strikes, labor disputes, accidents, government requisitions, acts of war or acts of God, the Lincoln Park Zoological Society is unable to perform its obligations under this agreement, such non-performance is excused and the Lincoln Park Zoological Society may terminate this agreement without further liability of any nature. In the event of such termination, Lincoln Park Zoological Society shall promptly return any deposit and any payments previously made and received by the Lincoln Park Zoological Society. In no event will the Lincoln Park Zoological Society be liable for any damages, including, but not limited to, speculative, indirect or consequential damages of any nature for any reason whatsoever.

Caterers

Only a select group of Chicago's finest caterers are authorized to cater events at The Great Hall of Café Brauer, due to insurance and licensing requirements. Please see the enclosed approved vendor list.

The approved vendor list is periodically reviewed and may be subject to change without notice. The arrival and set-up time of the caterer must be coordinated, in advance, with the Sales Manager. Caterer will not be allowed on or in Café Brauer's premises before the arranged event time.

Conduct of Event

Patron agrees to conduct an event that is sensitive and appropriate to the surrounding residential neighborhood. Patron assumes full responsibility for the conduct of all persons in attendance at the event. In addition, Patron assumes full responsibility for any and all damage done to any part of Café Brauer's premises during any time the premises are reserved for, or under the control of, Patron or Patron's guests, agents, invitees, employees or independent contractors, including, but not limited to, Caterer, Decorator and Entertainment. Patron agrees to conduct the event in an orderly manner, in full compliance with all applicable laws, codes, rules and regulations applying to any and all governmental or quasi-governmental entities having jurisdiction. Patron also agrees to abide by the rules and regulations established by Café Brauer, including, but not limited to, all of the provisions contained in the Event Guidelines,

Liquor Policy and the Café Brauer Patron Agreement. Please note that Café Brauer is a non-smoking facility and no smoking will be allowed in any portion of the building of Café Brauer.

Security

In the sole judgment of the Lincoln Park Zoological Society, if it is necessary in order to ensure adequate security measures in light of the size and nature of the event, Patron is responsible for the added expense of additional security personnel hired by the Lincoln Park Zoological Society. Unless due to its sole gross negligence, the Lincoln Park Zoological Society assumes no responsibility for property loss of Patron, Caterer, Decorator, Entertainment or any of their respective guests, invitees, licensees or contractors.

DISPLAYS AND DECORATIONS

Patron may provide its displays, signs, exhibits and decorations provided that all such displays, signs, exhibits and decorations (i) conform to all building, fire and all other applicable laws, codes, rules and regulations [Including, the Set-up Guidelines contained in the Event Guidelines], (ii) are free-standing without attachments to walls, ceilings or floors and (iii) are approved by the Lincoln Park Zoological Society Sales Manager at least thirty (30) business days prior to the event. All such displays, signs, exhibits and decorations must be removed by patron from the room promptly upon the conclusion of event.

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All decorations must be removed from Café Brauer at the end of the event by the decorator, caterer or patron. Failure to remove décor will result in a fine solely determined by Lincoln Park Zoo.

- No confetti, rice, birdseed, sand, balloons or bubbles are permitted
- Only votive and enclosed candles are permitted. Votives and candles may not be placed on stairs or balcony ledge inside the Great Hall.
- No nails may be used for any purposes
- No drilling on any surfaces
- No tape may be used inside the Great Hall
- No flower petals may be used on the Great Hall floor

SET-UP GUIDELINES & RESTRICTIONS

Rentals

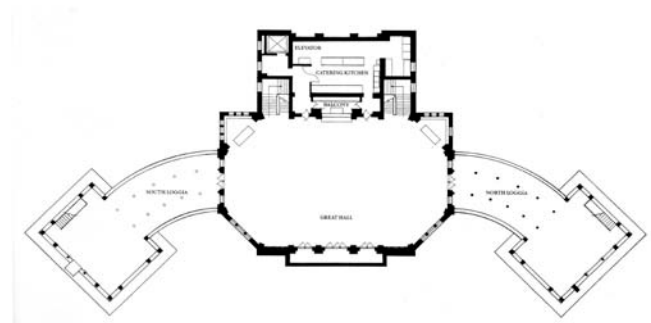
Set-up for an event is contingent upon other activities scheduled at Café Brauer. Any special electrical requirements must be approved thirty (30) days in advance of event date. All special requests will be considered on an individual basis.

Please make the necessary arrangements with the Sales Manager for the delivery and pick-up of any rentals (e.g.: linens, chairs, tables, audio/visual equipment). Removal of all rental items must occur immediately following the completion of the event. For day of delivery, the receiving door is located on the southwest corner of Café Brauer, off the circle drive located on Stockton Drive. Items may not arrive prior to the scheduled time confirmed by the Sales Manager.

The elevator must be used for transporting equipment into Café Brauer. The elevator size is 6'8" by 5'5" by 7'4" high; the doorway clearance is 7' high. Any equipment that will not fit in this car must be carried manually up the stairway. No equipment may be brought through the glass front doors of Café Brauer.

No propane or bottled gas is allowed; however, sterno is acceptable.

FLOORPLAN AND LAYOUT



Dimensions

Great Hall	3,900 square feet (83' x 48')
South Loggia	720 square feet
North Loggia	720 square feet
Balcony	35 square feet
Catering Kitchen	943 square feet

Caterer does floor plan specific to event

Maximum Capacity

Seated dinner, with dance floor	250
Seated dinner, without dance floor	300
Reception	500
Cocktails	200
North Loggia / 200 South Loggia	
Ceremony	160
North Loggia / 160 South Loggia	

DIRECTIONS

Take Lake Shore Drive to the North Avenue/La Salle exit located approximately one mile north of downtown Chicago. Go west, staying in the right-hand lane. Take a right at the first light, Stockton Drive. Take Stockton Drive past the Farm-in-the-Zoo Presented by John Deere, approximately 3/4 mile. The Great Hall of Café Brauer is located on the right.

