

# RAVENSWOOD

## E V E N T C E N T E R

### **2017-18 Wedding Planning EventScapes**

#### **Welcome to the Ravenswood Event Center**

2017 will mark our tenth anniversary and we are thrilled to have been able to share in one thousand events & wedding celebrations. We are looking forward to a thousand more.

*A client once said it's an interesting experience to spend a year planning detail after detail after detail - all for a moment that lasts just a handful of hours. I am so thankful for the Ravenswood team for getting it right.*

What has distinguished us in the marketplace has been our unique urban industrial spaces, our thoroughly modern approach to planning & managing events and culinary art that rivals Chicago's most popular restaurants.

For most of our couples this is their first significant event planning endeavor – we want it to be an easy and exciting one. We are professional in our approach though we strive to make each experience a personal one. Though we take a team approach in executing each event, you will work one on one with a dedicated event manager. Along the way we will create an EventScape that includes schedule, flow, floorplans, color/ event palate selection and a unique menu. We also work with your outside vendors guiding them through the unique experience of working in the Ravenswood Event Center.

Our approach is simple. We are here to host, plan, manage and serve. For couples who place a high value on service and quality, we are a great fit.

### **Pricing Made Simple**

There are three components that go into our pricing.

*Onsite Ceremonies – This includes chairs, day-of coordinating and rehearsal.*

*Space Charge – Cleaning & Security May Apply*

*Culinary & Hospitality Services - Our per person charge is based on 150 attendees. If your count is higher or lower – pricing will adjust accordingly.*

State & County Taxes are applied to C&H Services

If we appear to be a good fit, come and visit us. If you like what you see, let's find a date and get working on your plans.

### **Working with a budget?**

Throughout the year there are days and months that allow for more flexibility than others. If you are open to discussing your plans, we will try to find the best fit.

### **Vendors**

R.E.C. has an open vendor platform and will allow any quality florist, photographer, band/d.j., photo booth company and bakery (licensed & insured where needed) to work in the event center.

R.E.C. has a list of great/local vendors to help with any & all wedding related services that we share with our clients.

Some vendors & services are subject to a facility usage fee.

# RAVENSWOOD

## E V E N T   C E N T E R

### Event Center Pricing

Terms & Conditions Apply

Pricing Guaranteed w/ Formal Proposal & Contract

### On-Site Ceremony: \$1,500

Includes 30 Additional Minutes of Event Time

Daytime Ceremony – 4:30pm End Time

Evening Ceremony – 6pm Start Time

Includes: 150 Walnut Wood Ceremony Chairs,

Ceremony Planning & Day-Of Coordinating

+ Rehearsal (time restrictions apply)

### Our Spaces

#### Billboard Atrium & Loft + Two Decks & Sound

Saturday, April – December \$5,500

Saturday, January – March \$4,500

Friday + Non-Holiday Sundays, April – December \$4,500

Friday + Non-Holiday Sundays, January – March \$4,000

Weekday \$3,500

*Most frequently the Atrium is used for wedding ceremonies followed by cocktail receptions & dining on the Loft level with guests returning to the Atrium for dancing & dessert.*

#### Atrium Capacity (2,200 sq ft):

Ceremony Based on Set-Up

Cocktail & Dancing 150

Dining 100

#### Loft Capacity (4,600 sq ft):

Ceremony Based on Set-Up

Cocktail & Dancing 250

Dining 180

### Showroom

Saturday, April – December \$5,500

Saturday, January – March \$4,500

Friday + Non-Holiday Sundays, April – December \$4,500

Friday + Non-Holiday Sundays, January – March \$4,000

Weekday \$3,500

*Most frequently used for large wedding receptions, mitzvahs, corporate functions & school fundraising events.*

#### Showroom Capacity (8,000 sq ft):

Ceremony 500

Cocktail & Dancing 650

Dining 500

### Showroom, Atrium, & Loft

Saturday, April – December \$8,500

Saturday, January – March \$6,500

Friday + Non-Holiday Sundays, April – December \$6,500

Friday + Non-Holiday Sundays, January – March \$6,000

Weekday \$5,500

### Industrial Ballroom + Hidden Rooftop Deck

Saturday, April – December \$3,500

Saturday, January – March \$2,500

Friday + Non-Holiday Sundays, April – December \$2,500

Friday + Non-Holiday Sundays, January – March \$2,000

Weekday \$2,000

*Most frequently used for wedding celebrations (d.j.'s & bands welcome) milestone birthday parties, community gatherings & budget minded occasions.*

#### Industrial Ballroom Capacity (2,400 sq ft):

Ceremony Based on Set-Up

Cocktail & Dancing 250

Dining 150

#### Included Event Infrastructure Based on 150

Walnut Wood Chairs

Dining + Cocktail Tables

Day-Of Event Attendant

### Fine Print

#### B.Y.O. Bar Service

R.E.C. is a licensed bar & sole provider of alcohol service.

Included in our Culinary & Hospitality Package is:

One Bartender per 50 Guests

Standard Mixers & Soft Drinks

Bar Fruit & Ice

Glassware (Water/Rocks/Wine)

\*Client Provides Alcohol

#### Standard Evening Hours:

6:30pm to 11:30pm Friday

6pm to 12am Saturday

Additional Time - \$500 per Half Hour (Space & Labor)

#### Cleaning & Security

Cleaning & Security Included

Security is \$350 per Officer – for 150+ Counts

Post Event Cleaning - \$350 to \$550 – for 150+ Counts

# RAVENSWOOD

## E V E N T C E N T E R

### **Facility Usage Fees Apply to the Following**

Production Lighting, Production Décor, Drapery, and Labor Intensive Services

### **Culinary & Hospitality Services**

Ravenswood Event Center has a dedicated culinary & hospitality team located on-site. We will craft your menu & event experience details together, with you. We will manage the on-site details of your event and work with your outside vendors to ensure your experience is wonderful and as stress free, as possible.

Vegan, Vegetarian & Diet Restrictions Welcomed

### **Pricing Minimum Based on 150 Attendees Price Adjusted for Lower and Higher Counts**

#### **Plated Dinner Reception**

Saturday – Starting at \$135

Sunday through Friday – Starting at \$125

Menu Includes:

Passed Hors d'Oeuvres

Plated Salad

Bread/Butter

Entrée Grouping

#### **Buffet / Family Style Dinner Reception**

Saturday – Starting at \$125

Sunday through Friday – Starting at \$115

Menu Includes:

Passed Hors d'Oeuvres

Salad & Entrée Grouping w/ Multiple Sides

Bread/Butter

Entrée Grouping

#### **Stand-Up / Cocktail Reception**

Saturday – Starting at \$115

Sunday through Friday – Starting at \$95

50% Seating

Menu Includes:

Passed Hors d'Oeuvres

Charcuterie & Antipasti Carts

Small Bite Station

Menu Upgrades Available

Coffee Service & Stations Available

No Charge Cake Cutting

### **Inclusions**

Event Planning & Management Services

Event Staffing Services

Savory Event Menu

Bar Set-up: Sodas, Juices, Ice & Fruit Garnish

Tables, Chairs, Linen, China, Flatware & Glassware

### **Exclusions**

State Sales Tax 10.25% on goods + services

County Rentals Tax 8.5% on rental goods/infrastructure

Gratuuity 3%-7% of Sub-Total – Suggested

Alcohol (BYOB; Service & Set-Up is included in Standard Pricing)

Bakery Desserts

Décor

Entertainment

### **Outside Catering Buyout Fee**

In addition to space charges

Saturday \$4,500 / Sunday through Friday \$3,500

Includes: Client Planning Session + Vendor Logistics

Person Charge Applies + 150

Commission Applies to Catering & Event Décor

*Pricing/Terms & Conditions Subject to Change Without Notice*

### **Credit Card Processing Fee of 2.75% (card must be present)**

# RAVENSWOOD

## E V E N T   C E N T E R

### **Event Center Process**

After initial contact and sharing of event center info (you are viewing this now) we invite our couples to visit the event center.

A site visit is the best way to decide if we have the right feel for what you are wanting and wanting to share with your guests.

Site visits available by appointment.

Monday, Wednesday, Thursday, Friday & Saturday's.  
Monday & Wednesday evenings.

### **Formal Pricing Proposal**

Based on your preferences, and with your full contact information, we will craft a formal pricing proposal that includes all known charges w/ a detailed list of space + culinary & hospitality inclusions. Our formal pricing always starts with our classic service. Standard enhancements are listed on the pricing proposal. Unique & specialty upgrades available will be quoted, for any requests.

Pricing is based on a minimum of 150 attendees. With fewer guests certain costs increase and will be reflected in the per person charge.

### **Date Hold**

A 72 hour date hold is granted when a formal pricing detail is presented. To confirm date – a signed pricing proposal must be returned within 72 hours.

### **Securing the Date**

Once we have received your signed pricing proposal – you will receive the formal event agreement. Within one week we will come together to review the agreement and event details, sign the agreement and finalize the deposit payment.

### **Payment**

EFT/Wire Payments, Personal Checks & Cash Accepted  
Credit Cards Processed + 2.75%

### **Cancellation of Booking**

No refunds will be given if date is not rebooked by another party. Amount of refund is based on time & resources invested in planning process.

### ***Culinary & Hospitality Process***

***Inspiration Needs Direction*** Together we will find the right balance of influence from you, your families, your faith, your neighborhood, and your travels to put a signature on your celebration that is unique and yours.

There are three milestone sessions that mixed with emails & phone calls, are the building blocks of your event.

First Session – schedule, flow, floorplans, infrastructure presentations and vendor connections.

Second Session / Menu Tasting – most clients join in our interactive group tastings where we get to present a variety of small bites, salads, entrées and side dishes.

Midway Session – a few months out from your wedding day we will gather to present your complete celebration plan. Review your vendor plans and lay out the plan for the months ahead.

Week-Of - In the days leading up to your celebration you will likely visit the event center to bring by ceremony programs, decorative touches, place cards, table numbers, gifts and maybe even your beer & wine. We will organize these things and set them up as planned for.

Day-Of – While you are getting ready for your ceremony we will be getting ready for you & your guests. When you arrive the spaces will be set, the vendors will be putting on the finishing touches and our staff will prepare to welcome your friends and family. Thirty minutes prior to your ceremony/reception we will open the doors to our common areas within the building.

The Monday After – It is our hope that when you leave at the end of the evening you will have taken all the important things with you. We will collect everything left behind, including your alcohol, and organize things so you can take what you like.

# RAVENSWOOD

## E V E N T C E N T E R

### **Four Signature EventScapes**

*These four events represent some of what our clients have come to love about what we do.*

### **A Reception Ten Years Later – Cocktail Style**

Jeff & Lisa got married quickly and never got to have the wedding party they wanted. Ten years later they worked with David to craft a celebration that gave them the opportunity to bring together their closest friends & family to share their favorite foods & music in the city they now call home.

#### Menu:

Farm Table Snacks  
*Sweet Pea Hummus, Beet Root Tapenade, Homemade Herb Farm Cheese + Crisp Veggies, Toast & Crackers*  
Hibachi Skewers & Sauces  
*Harissa Lamb, GoBeez Duck & Smoked Shitake*  
Lobster Rolls & Shrimp Sliders + Kettle Chips  
Wood Fired Pizza Flats  
Stone Fruit Panzanella w/ Humboldt Blue  
Family Favorite Chilled Potato Salad

#### Set-Up:

Bartender – Cocktails / Champagne / Canned Beer  
Two Servers + Two Chefs  
Glass at the Bar  
Paper/Plastic/Bamboo Culinary Vessels

#### Extras

Midnight S'Mores Bar & Iced Hot Chocolate  
Set-Up on the Growing Garden Deck

### **Wedding Reception – Upscale Plated**

Stacey & Brian met at The Globe, live in Lincoln Square, love the Ravenswood Art-Walk Square and wanted nothing less than a Billboard Atrium ceremony - looking out at the Irving Park El, where Brian proposed. Aly, who got married at REC was the perfect fit to bring their celebration to life.

#### Cocktail Menu:

Maki Rolls (Traditional & Unique) Push Cart  
Saki Soaked Shrimp Tempura Skewers  
Steak Tuille w/ Chèvre + Peppadew Chimichuri  
Fig & Ginger Confiture Glazed Lamb Lollochops  
Quail Egg BLT Brioche Squares  
Buffalo & Blue Organic Chicken Kefta  
French Brie Red Grape Pico & Honeycomb Crostini

#### Dinner Service:

Shaved Zucchini Crudo + Ten Year Parm on Arugula  
Paired w/ Hot House Tomato Bisque

Homemade Blood Orange Sorbet Intermezzo

Three Day Braised Short Rib on Creamed Polenta  
+ Iron Skillet Brussels Sprouts & Corn Relish  
Open Water Salmon Filet a la Plancha  
on Menomonee Wild Rice Cakes w/ Squash Velouté +  
Sautéed Patty Pan & Leek  
French Cut Chicken Breast w/ Agave Ale Demi Glaze  
+ Crisp Fingerlings & Fire Roasted Asparagus

**Glorious Cake & Sweets** from Five Local Bakeries

#### Set-Up:

Atrium Ceremony w/ Mahogany Padded Chairs  
Loft & Deck Cocktail Reception  
Showroom Dinner & Dancing  
Chivari Dining Chairs & Bichon Overlays

Extras Late Night Taco Bar + Churros & Cajeta  
Photo Booth was a gift from groom's parents

# RAVENSWOOD

## E V E N T C E N T E R

### **Spring Ceremony & Reception – Classic Family Style**

Michael & Scott waited until gay marriage was legal in Illinois to get hitched. Not being in their 30's anymore they wanted something a bit more formal than what their friends had done. Jennifer worked with them on creating an intimate ceremony in the 4011 Lounge followed by a three course plated dinner. They save the party until after dessert was served. They had a band and a wild DIY Sundae Bar

#### Menu:

Classic Wedge Salad w/ Pork Belly Cubes & Gorg'

Warm Bread & Butter on Butcher Block Trays

Iron Skillet Chicken Duo w/ Half Acre Peppercorn Demi  
On Butter Whipped Yukon Potatoes + Green Beans

Iron Skillet Tilapia w/ Chimichuri Butter Glaze  
On Midwestern Rice Pilaf + Sautéed Asparagus

Woodland Mushroom Wellington w/ Scratch Gravy

#### Family Style Sides:

Gruyère Creamed Chard & Kale  
Langoustine & Scallop Mac & Cheese

DIY Sundae Bar + Chocolate Martinis  
Late Night Sliders & Tots

#### Set-Up:

REC Classic Matte Linen & Walnut Wood Chairs  
Florist Wrapped Ballroom in Candles  
Each guest took home a box of Voges Chocolate

Extras - None

### **Winter Spice – Upscale Stations**

On their wedding day, Molly & Casey wanted to indulge in all the things they loved, but they didn't want things to things to get crazy. We worked together to create a flow that went from space to space to space and the menu went from small bite, to formal first course and then to vibrant stations. It was a hit!

#### Menu:

##### Small Bites

Pan Seared Scallop Cakes w/ Lemongrass Aioli  
Flank Steak Tuille w/ Fresh Peppadew Ricotta  
Beef Tartar St. Germaine on Parm' Crisps  
Applewood Bacon BLT on Brioche Toast Squares  
Cherry Tomato Popper w/ Marinated French Feta

##### Plated First Course

Roasted Butternut Squash Bisque in Demi Cup  
Champagne Vin' Dressed Arugula Greens  
w/ Dried Prosciutto & Shaved Asiago

##### Midwest Harvest

Sliced Tender Prime Rib w/ Horseradish Crème  
Maple Glazed Salmon w/ Wild Rice Pilaf  
Smoked Sugar Beets w/ Pecan, Chèvre & Cherries  
Iron Skillet Brussels Sprouts w/ Pork Belly Croutons

##### Argyle Station

Maki & Petite Hand Rolls  
Peking Duck Steam Buns  
Dim Sum Steamer Baskets + Singapore Soy Noodles  
Fried Rice Carry Out Boxes + Peanut Chicken Sticks  
Napa Cabbage Ginger Spiced Slaw

##### Pocket Size Chicago Fare

Deep Dish Pizza Poppers + Caesar Salad Cups  
D.I.Y. Chicago Dogs + Hand Cut Fries  
Italian Beef w/ Jus & Peppers + Kettle Chips

#### Set-Up:

Atrium Ceremony w/ Champagne Toast  
Loft Cocktail Hour w/ Small Bite Hors d'Oeuvres  
Showroom Dinner & Dancing  
Full Seating for Dinner / Stations  
Soft Seating Lounges  
Chandelier & Spot Lights o Dance Floor

#### Extras

REC Mini Donut Bar  
Late Night Food Truck on Ravenswood