



Elephant & Castle Adams St. | 111 W. Adams St., Chicago, IL 60603  
Elephant & Castle Wabash Ave. | 185 N. Wabash Ave., Chicago, IL 60601

## Elephant & Castle/Club Quarters Central Loop Hotel Meeting & Event Pricing and Information

### Basic Event Fees/Charges

Set Up/Breakdown Fee: \$75 per room, per day  
Private Server/Bartender Fee (if necessary): \$100 per 50 guests  
Service Charge (on Food & Beverage): 3%  
Gratuity (on Food & Beverage): 18%  
Local Sales Tax (on Food & Beverage and Audio Visual Rental): 11.5%

### Daily Room Rental Fees (Also applies for Breakout Rooms)

*Buckingham 1, 2 & Bar are located on lower level of Adams St. location. Adams & Clark Rooms are located on 3<sup>rd</sup> floor of Club Quarters Central Loop Hotel (connected to Adams St. location). Boardrooms are located on lower level of Club Quarters Central Loop Hotel (connected to Adams St. location). Bass Room is located on lower level of Wabash Ave. location.*

#### **Half Day- 4 hours or less. AM cut off time 4 PM:**

Each Room (Buckingham 1/ Buckingham 2/ Buckingham Bar/ Adams/ Clark/ Bass): \$200  
Combo Rooms\* (All Buckingham Rooms/ Adams & Clark): \$375  
Boardrooms\* (Capacity of 15 people): \$125

#### **Full Day- 5 hours or more**

Each Room (Buckingham 1/ Buckingham 2/ Buckingham Bar/ Adams/ Clark/ Bass): \$300  
Combo Rooms\* (All Buckingham Rooms/ Adams & Clark): \$575  
Boardrooms\* (Capacity of 15 people): \$225  
Multi-Day Discount, 3 days or more: \$75 off meeting/banquet room, \$35 off boardroom

*\*Not available at Wabash Ave. location*

### Daily Audio Visual Equipment Rental Fees

LCD Projector (equipped with VGA and HDMI hookups): \$125  
6 ft. Projector Screen: \$75  
8 ft. Projector Screen: \$100  
AV plugins for Buckingham Rooms: \$100  
Misc. AV Cords (HDMI, VGA, Extension Cords, Surge Protectors): \$10  
Flip Chart with Markers: \$25  
White Board with Markers: \$25  
Wired or Wireless Microphone with Speaker: \$150  
    Additional Speaker (for groups over 50): \$50  
Tabletop Lectern/Podium: \$25  
Polycom Conference Phone: \$125 (hookup may not be available in all meeting rooms)  
Phone with Basic Speakerphone Capabilities: \$25  
Jambox Music Speaker: \$50

For Food & Beverage pricing, please request a copy of our Event & Meeting Menu. Any additional questions regarding pricing or event packages can be directed to our Sales & Events Manager, Amber Michalski, at [amichalski@elephantcastle.com](mailto:amichalski@elephantcastle.com) or by phone at 312-236-6656. Thank you for inquiring about Private Events at Elephant & Castle/Club Quarters Central Loop Hotel! We would love to host your next event!



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### Meeting/Banquet Room Sq. Footage and Capacities

ROOM NAME	SQ. FT.	CONFERENCE	ROUNDS	RECEPTION	THEATER	CLASS
<b>CQ BOARD ROOM 1</b>	<b>182</b>	<b>10</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
In Club Quarters Lower Level Club Room (Attached to Adams St. E & C)						
<b>CQ BOARD ROOM 2</b>	<b>182</b>	<b>10</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
In Club Quarters Lower Level Club Room (Attached to Adams St. E & C)						
<b>CQ BOARD ROOM 1&amp;2</b>	<b>364</b>	<b>20</b>	<b>NA</b>	<b>NA</b>	<b>12</b>	<b>NA</b>
In Club Quarters Lower Level Club Room (Attached to Adams St. E & C)						
<b>BUCK 1</b>	<b>759</b>	<b>30</b>	<b>48</b>	<b>75</b>	<b>50</b>	<b>40</b>
On Adams St. E&C Lower Level						
<b>BUCK 2</b>	<b>612</b>	<b>20</b>	<b>40</b>	<b>60</b>	<b>40</b>	<b>30</b>
On Adams St. E&C Lower Level						
<b>BUCK BAR</b>	<b>345</b>	<b>NA</b>	<b>16</b>	<b>35</b>	<b>NA</b>	<b>NA</b>
On Adams St. E&C Lower Level						
<b>BUCK 1&amp;2</b>	<b>1371</b>	<b>40</b>	<b>98</b>	<b>140</b>	<b>100</b>	<b>50</b>
On Adams St. E&C Lower Level						
<b>BUCK 1&amp;2 &amp; Bar</b>	<b>1716</b>	<b>40</b>	<b>98</b>	<b>175</b>	<b>100</b>	<b>50</b>
On Adams St. E&C Lower Level						
<b>ADAMS</b>	<b>1118</b>	<b>35</b>	<b>48</b>	<b>100</b>	<b>70</b>	<b>50</b>
On Club Quarters 3rd Floor (Attached to Adams St. E&C)						
<b>CLARK</b>	<b>929</b>	<b>30</b>	<b>48</b>	<b>90</b>	<b>60</b>	<b>50</b>
On Club Quarters 3rd Floor (Attached to Adams St. E&C)						
<b>ADAMS &amp; CLARK</b>	<b>2047</b>	<b>65</b>	<b>120</b>	<b>190</b>	<b>130</b>	<b>100</b>
On Club Quarters 3rd Floor (Attached to Adams St. E&C)						
<b>BASS</b>	<b>600</b>	<b>30</b>	<b>40</b>	<b>75</b>	<b>50</b>	<b>32</b>
On Wabash Ave. E&C Lower Level						