



21c
MUSEUM HOTEL

CHICAGO



FACT SHEET

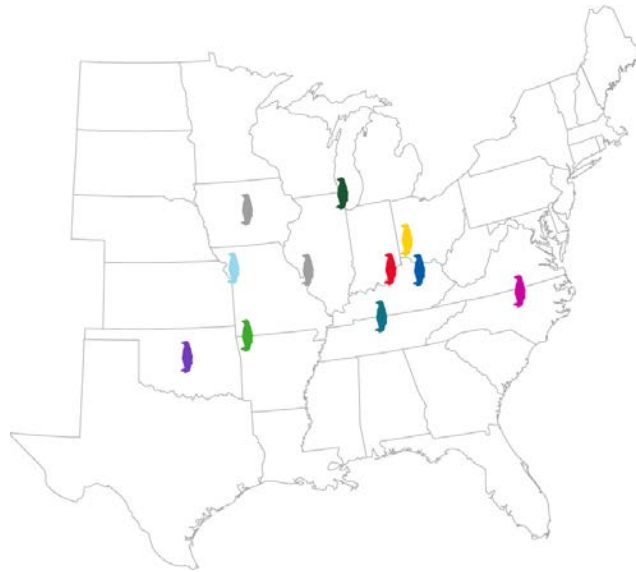
LOCATION

Located at Rush and Ontario in the heart of River North and just blocks from the famed Magnificent Mile.

TOTAL ROOMS: 297
SUITES: 106

GUEST AMENITIES

Contemporary art museum open free of charge 365 days a year, chef-driven restaurant, fitness center, business center, free weekly docent tours, 21c Museum Shop, spa, valet parking.



CONNECT ON SOCIAL

📷 21cChicago

📘 21c Museum Hotel Chicago

WEDDING AND EVENT SPACE

21c brings over 10,000 square feet of art-filled exhibition and event space to downtown Chicago. Featuring a wide range of spaces, many with cutting-edge audiovisual technology, the property can accommodate a variety of events ranging from an intimate cocktail gathering to board retreats, executive meetings, weddings, and more.

Contemporary art is integrated throughout the entire property, creating a unique experience at every turn. Lure Fishbar is a seafood restaurant offering the freshest fish selections from around the world, a complete raw bar with rotating oyster selection, and a world-class sushi program in addition to premium cuts of meat, steaks, and signature sides.

EVENT EXTRAS

At 21c, we want to help you create a meeting or event as unique as your surroundings. Our team will help you build a completely customized package to satisfy your needs. Once you've got the basics down, choose from our custom extras to wow your guests.

- During your photography break, your guests can enjoy an art tour, gallery hunt, cocktails, and hors d'oeuvres
- Host breakfast, lunch, or dinner for close family and friends in one of our seven galleries or at Lure Fishbar
- Create a one-of-a-kind cocktail for your reception with our creative beverage team
- Go green with carbon-offsetting amenities, live plant centerpieces, and recycled paper
- Add your touch with customized posters installed in guests' rooms and unique gifts and experiences from the 21c Museum Shop and Lure Fishbar

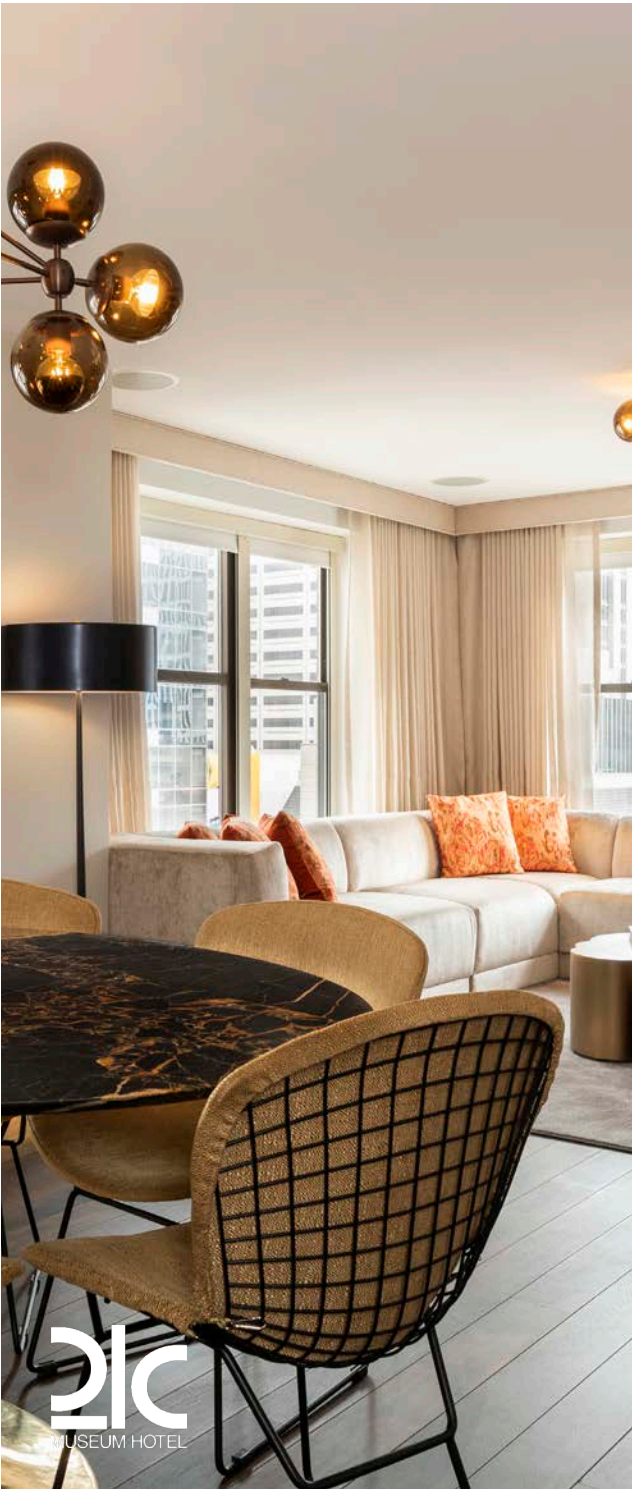


WEDDINGS AT 21c

With the opening of our flagship hotel in 2006, 21c has quickly become a hotspot for newly engaged couples to discover rare spaces to hold engagement parties, rehearsal dinners, wedding ceremonies, receptions, and brunches. Our brides and grooms often boast that hotel teams brought a depth of sincerity and attention to their occasion, from housekeepers to front desk agents and event captains.

“In a city filled with venues, 21c Museum Hotel stands out.” recalls Misse Daniel after the wedding ceremony she held at 21c Chicago. “The Museum allows clients to have that off-premise feel but the hotel and amenities make it so easy to plan an exceptional event.”





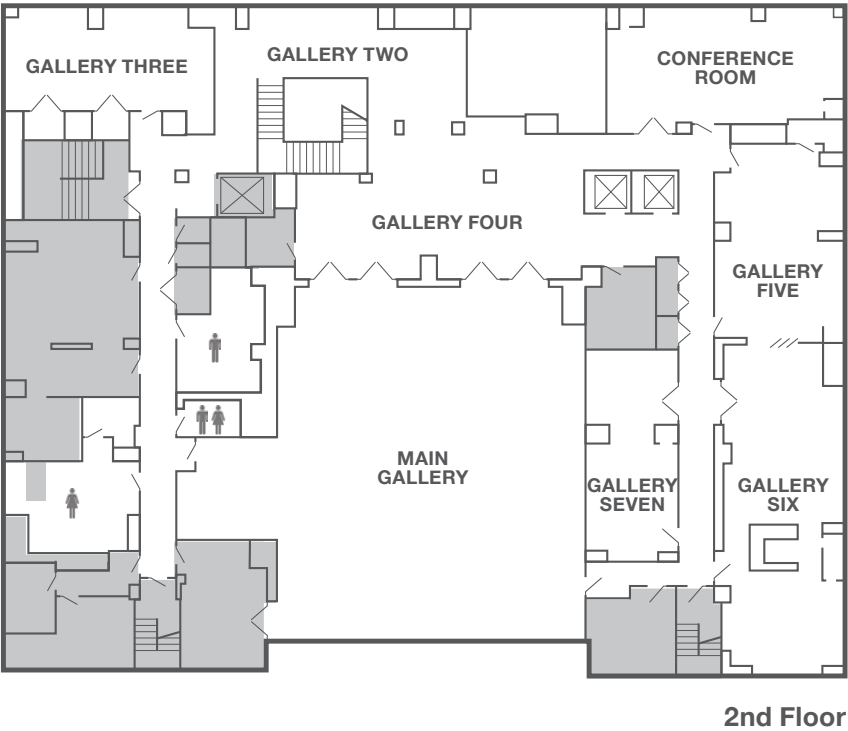
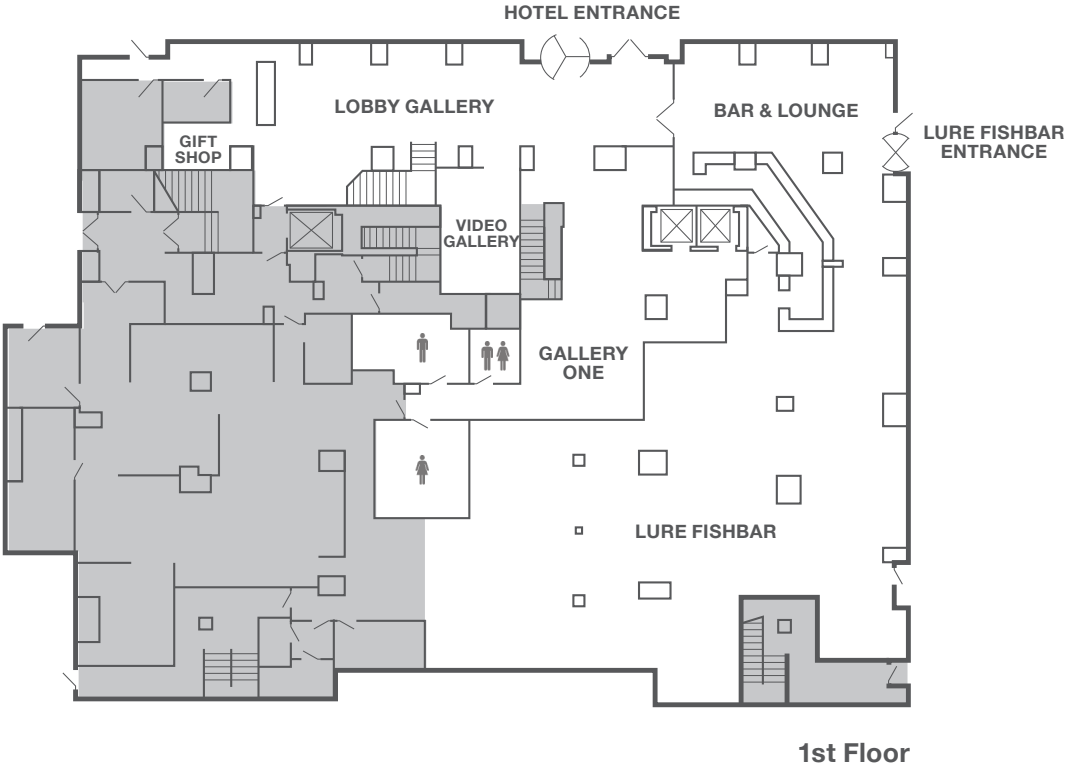
STAY AT 21c MUSEUM HOTEL CHICAGO

Designed by renowned architect and design firm Deborah Berke Partners, the guest rooms and suites at 21c Museum Hotel Chicago provide a welcomed sanctuary from the art and activity that fills the galleries and vibrant spaces in and surrounding our property in the heart of downtown Chicago.

ROOMS & SUITES

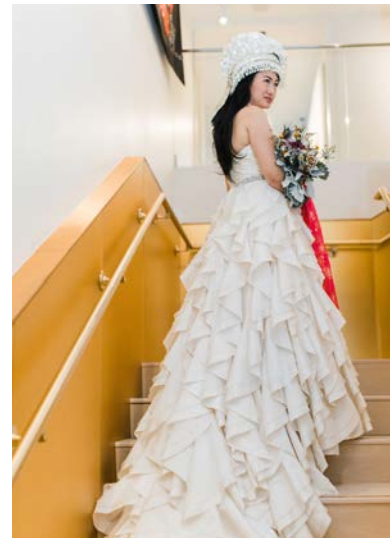


21c EVENT AND VENUE SPACE



Room	Floor	Approximate Dimensions	Square Footage	Banquet Rounds	Reception	Hollow Square	Theatre	U-Shape	Conference	Classroom	Crescent Rounds	Tradeshow (perimeter)
Main Gallery	2	48' x 56'	2660	160	250	48	200	36	24	96	80	15
Main Gallery w/ Dance Floor	2	48' x 56'	2660	120	200	-	-	-	-	-	-	-
Main Gallery + Gallery Four	2		3467	208	300	-	280	-	-	-	104	23
Gallery Three	2	32' x 15'	471	30	25	-	50	20	22	16	20	5
Gallery Four	2	44' x 18'	807	48	40	-	80	-	-	-	24	8
Gallery Five	2	20' x 29'	573	24	30	-	30	-	16	-	15	4
Gallery Six	2	19' x 49'	900	24	50	-	50	-	8	20	15	5
Gallery Five + Six	2	20' x 77'	1473	48	100	-	-	-	-	-	30	9
Gallery Seven	2	16' x 33'	496	-	-	-	-	-	12	-	-	-
Conference Room	2	36' x 18'	670	-	-	-	-	18	20	-	-	-

21c CHICAGO EVENT AND VENUE SPACE





WEDDING PACKAGES

PACKAGE 1 - \$165 PER PERSON

- 3 Hors D'oeuvres
- Salad Course
- Entrée Course
Chicken & Vegetarian Entrée Options
- Dessert Station
3 Mini Sweets & 8" Cutting Cake
- 4 hrs Standard Bar
Wine, Champagne Toast, Coffee, and Hot Tea

PACKAGE 2 - \$175 PER PERSON

- 3 Hors D'oeuvres
- Salad Course
- Entrée Course
Chicken, Fish, & Vegetarian Entrée Options
- Dessert Station
3 Mini Sweets & 8" Cutting Cake
- 4 hrs Standard Bar
Wine, Champagne Toast, Coffee, and Hot Tea

PACKAGE 3 - \$185 PER PERSON

- 3 Hors D'oeuvres
- Salad Course
- Entrée Course
Beef, Fish, & Vegetarian Entrée Options
- Dessert Station
3 Mini Sweets & 8" Cutting Cake
- 4 hrs Premium Bar
Wine, Champagne Toast, Coffee, and Hot Tea

ENHANCEMENTS

- Raw Bar
- Dessert Station
- Signature Cocktails
- Wedding Cake
- Premium Bar Package
- Sushi Station
- Late Night Station



TERMS & CONDITIONS

MENUS

All food and beverage charges are subject to 11.75% sales tax, and 24% service fee. Please advise your catering manager of any food allergies prior to the event.

BEVERAGES

All alcoholic beverages to be served on the Hotel's premises (or anywhere under the Hotel's alcoholic beverage license) for all functions must be dispensed only by the Hotel's servers and bartenders. The Proper identification (i.e. Photo ID) of any person to verify age is required. We reserve the right to refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced. We also reserve the right to refuse alcoholic beverages service to any person who, in the Hotel's sole judgment, appears intoxicated. The Hotel does not serve shots.

FOOD AND BEVERAGE MINIMUM

A food and beverage minimum will apply, based on food and beverage revenue exclusive of service and tax fees. In the event the food and beverage minimum is not met, the difference plus service charge & tax will be charged to the final bill.

OUTSIDE FOOD AND BEVERAGE

No outside food or beverages are allowed in the private event spaces of the Hotel. Failure to comply will result in a \$1,000 fee.

GUARANTEED AGREEMENT

A guarantee of attendance is due by 12:00 pm (3) business days prior to any function. This policy applies to any function regardless of expected attendance. The client is responsible for paying for the guaranteed guest amount, and any overage served.

The Hotel accounts for 5% more than the guaranteed amount in the event you have additional guests. Special meal requests should be brought to the attention of your Catering manager when you place your guarantee. Last minute requests will be honed based upon availability.

REQUESTS FOR MULTIPLE ENTREES

Depending on which package your select, multiple entrée selections are permitted with proper notice. Entrée selections are due (3) business days prior to the event when the guaranteed guest count is due. The client is responsible for providing entrée coded place cards indicating each guest's selection.

CHEF ATTENDED STATIONS

For Chef attended stations, a minimum of (1) Chef is required for every 50 guests. A Chef fee of \$150 plus tax is applicable for each Chef per event.

BEVERAGE SERVICE

We require (1) Bartender for every 75 guests. A bartender fee of \$150 per bartender is applicable for cash bars.

Frequently Asked Questions

Forgot to ask us a question? No worries, we've compiled a list of the most common wedding planning questions we get! If you have any additional questions, or want to discuss your wedding in more detail, please don't hesitate to reach out.

IS VALET AVAILABLE

Yes, valet services are available, either hosted by your group or paid for by any individuals who use the service. For valet fees, please consult with your sales manager.

CAN I HAVE COAT CHECK AT MY EVENT

Yes, coat check attendants are available at a rate of \$150. The coat check attendant fee will apply for parties over 50 guests requesting a coat check.

DO ACTION STATIONS REQUIRE A CHEF ATTENDANT?

Yes, all action stations require a chef attendant. One chef attendant can assist up to 50 guests. The chef attendant fee is \$150 per attendant.

WHAT IS THE BARTENDER FEE?

Bartender fees are \$150 per bartender, for 3 hours. Cash bars require a bartender. One bartender can assist up to 75 guests. Wedding packages are inclusive of bartender fees.

DO YOU HAVE AUDIO VISUAL?

We are pleased to provide audio-visual service through our third-party onsite partner, ENCORE. For details on audio-visual services and fees, please consult your sales manager.

WHEN DO YOU NEED MY FINAL GUARANTEED GUEST COUNT?

21c Museum requires a final, guaranteed guest count for any and all events at 12:00 pm CDT, (3) business days before your event date. Otherwise, we will secure the most recent guest count.

WHAT IF ME OR MY GUESTS HAVE DIETARY RESTRICTIONS?

We are happy to accommodate a wide range of special dietary needs and restrictions. In consultation with your sales manager, we can offer a set menu for the affected guest(s) prior to your event; additionally, at the start of each event, our captain will confirm any special needs or restrictions to ensure every guest has an enjoyable experience.

IS THERE A DEPOSIT?

In order to secure your reservations, a deposit is due at signing. A standard deposit is 25% of your food and beverage minimum. The second deposit is due 6 months prior to your event, and your final balance is due (3) business days prior to your event.

CAN I BRING MY OWN WINE?

For guests wishing to bring in outside wine, our standard corkage rate is \$25.00 per 750ml bottle. For more details, please consult with your sales manager.

WHAT IS YOUR CANCELLATION POLICY?

In the event that you need to cancel or reschedule your event, please immediately contact your event sales manager. Our cancellation policy is fully outlined in all contractual documents, and any cancellations fees will be collected as outlined in said documents. For more details, please consult with your event sales manager.

HOW MANY GUEST CAN YOUR HOTEL ACCOMMODATE?

Our Main Gallery can accommodate 130 guests with a dance floor for a sit-down wedding. We have other spaces at the hotel which can accommodate a wide variety of unique, small events.

WHAT IS THE TIMELINE FOR WEDDINGS AT YOUR HOTEL?

We can customize a timeline to fit your needs. Many couples host their ceremony, cocktail hour, and dinner dance with the ceremony starting at 6 pm, cocktails at 6:30 pm, dinner at 7:30 pm, and dancing from 9 pm-12 am.

DO I NEED TO HIRE A WEDDING PLANNER OR COORDINATOR?

While we do not require a wedding planner or coordinator, we do recommend one. The hotel will handle all the hotel-related items on the day of your wedding, however, you are responsible for your non-hotel-related items. We find couples who hire professionals have the least amount of stress and anxiety on the day of their wedding.

CAN WE RESERVE A BLOCK OF GUESTROOMS AT A DISCOUNTED RATE?

Yes! The hotel is happy to check availability and get your discounted pricing to book overnight sleeping accommodations.

CAN I PROVIDE WELCOME BAGS FOR MY GUESTS?

Yes! Deliveries can be arranged through your event manager. Room deliveries incur a fee beginning at \$5.00 per item, per room delivery. The hotel will allow items to be given out at the front desk during the check-in process. Please consult with your event manager for more details on this.

WHERE CAN OUR GUESTS PARK?

The hotel provides discounted parking at the adjacent parking lot. Please see your sales manager for more details.

CAN I HOST MY CEREMONY REHEARSAL AT THE HOTEL?

If you are hosting a ceremony at the hotel, we are happy to find you a location the night before your wedding in the hotel to host a ceremony rehearsal.

WHEN CAN WE TASTE THE FOOD FOR OUR WEDDING?

Weddings contracting a \$12,000 or greater food and beverage minimum include a tasting for 2.

After a contract is signed, tastings are typically hosted 3-6 months prior to your wedding.

WHAT ARE THE RULES IN REGARD TO DECORATING?

We encourage all couples to get creative and dream big when putting together their vision for the wedding day. No decorations, signage, or banners may be affixed to the walls, floor, or ceilings with push pins, nails, staples, carpet tape, or other materials. We do allow candles that are enclosed in a votive.

DO YOU HAVE A PREFERRED VENDOR LIST?

We love to recommend vendors to our couples. Please see your sales manager for our preferred vendors list!

