

BE AMONG THE FIRST TO EXPERIENCE CHICAGO'S



WEDDINGS



We have everything you need to ensure your wedding day is beautiful, unique, memorable, and magical. Our dedicated team offers support and expertise, so you can enjoy your special day while being worry free!





PRICING

January - April

Weekday(Monday-Thursday)
 Friday & Sunday
 Saturday

<u>2024</u>	<u>2025</u>
\$5000	\$5500
\$5500	\$6000
\$6000	\$6500

May - December

Weekday(Monday-Thursday)
 Friday & Sunday
 Saturday

\$5250	\$5750
\$6000	\$6500
\$6500	\$7000

Holiday Weekends

Friday's and Monday's
 Saturday
 Sunday
 New Years Eve

\$7500	\$8000
\$8000	\$8500
\$8500	\$9000
\$9500	\$10000

Rental rates include a 10-hour rental from set up to breakdown and load out, allowing 6 hours of event time. Each additional hour is \$500. To book a date, a 50% non-refundable deposit is required during contract signing.




Room Rental Rates

All pricing is negotiated on the size and scale of your production and can be quoted on a per rental with a minimum of four hours.

Rentals & Extras

- Parking Lot
- Row 24 beverage program
- Planning and day-of-coordination available





Amenities



WHAT'S INCLUDED

- A dedicated Row 24 Venue Manager who will work with you and your vendors personally, leading up to and on the day of your event.
- A final walk-through led by your Venue Manager and Caterer.
- Approximately one month before your event, we'll review all the details of your wedding day and build out a basic timeline. This includes arrival, set-up, and breakdown times for all vendors, as well as speeches, dinner/dessert service and other special moments.
- Venue Management, Maintenance, and Security on-site for the duration of your event.
- Coat racks and hangers (seasonally)
- 10- 60 in. round tables
- 7-8ft. long tables and 6-6ft. long tables
- 15- Highboy tables (5 can be converted to cabaret tables)
- 4- 4 foot tables
- 4 in house black couches
- House sound (Sonos system)
- 65 inch Samsung flat screen TV
- Private bridal room
- 2-custom movable bars
- Wireless Internet
- Wooden Cart
- **Parking (upon availability)**
- **Salsa Photobooth**
- **Event Draping**



THE SPACE

- 2400 sq. ft. free-span first floor showroom space
- 800 sq. ft. mezzanine level overlooking the first floor
- 3 Greenery Walls on wheels
- Private bridal suite
- Stunning 6.5x3.5 ft. Swarovski crystal chandelier
- Original skylight
- Brand new and custom restrooms
- Live music friendly
- Unrestricted vendor selection
- Pet friendly
- Steps from McCormick Place Convention Center
- Easy access to I-55, I-94, and Lake Shore
- Two blocks from the Cermak Green Line stop
- Hotel accommodations one block away
- Five minutes from downtown
- 25 minutes from Midway Airport
- 45 minutes from O'Hare Airport



ROW 24

INFO@ROWTWENTYFOUR.COM | 2411 S MICHIGAN AVE CHICAGO, IL, 60616



CAPACITY



CEREMONY & RECEPTION

Maximum seated 125 guests

RECEPTION

Seated dinner with a DJ- Maximum 200 First floor & mezzanine level

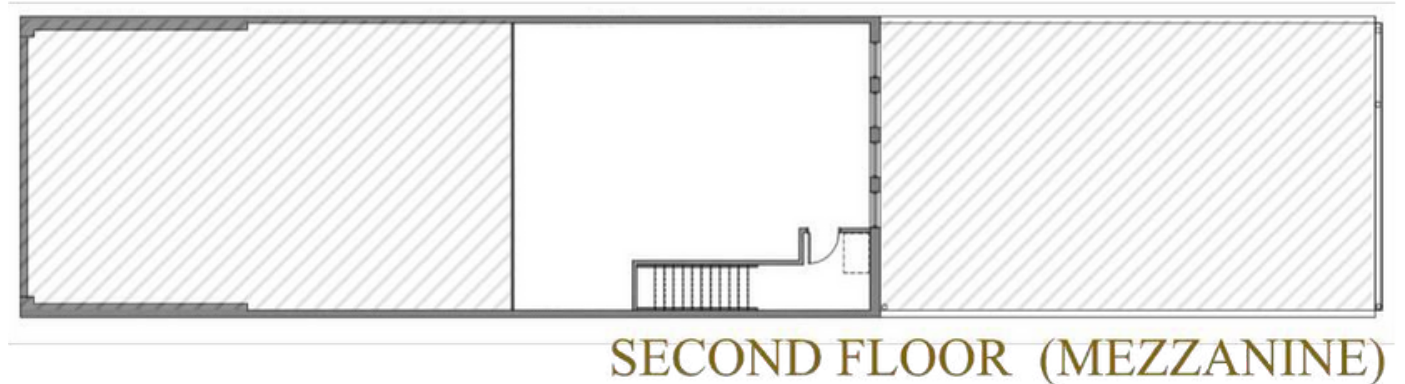
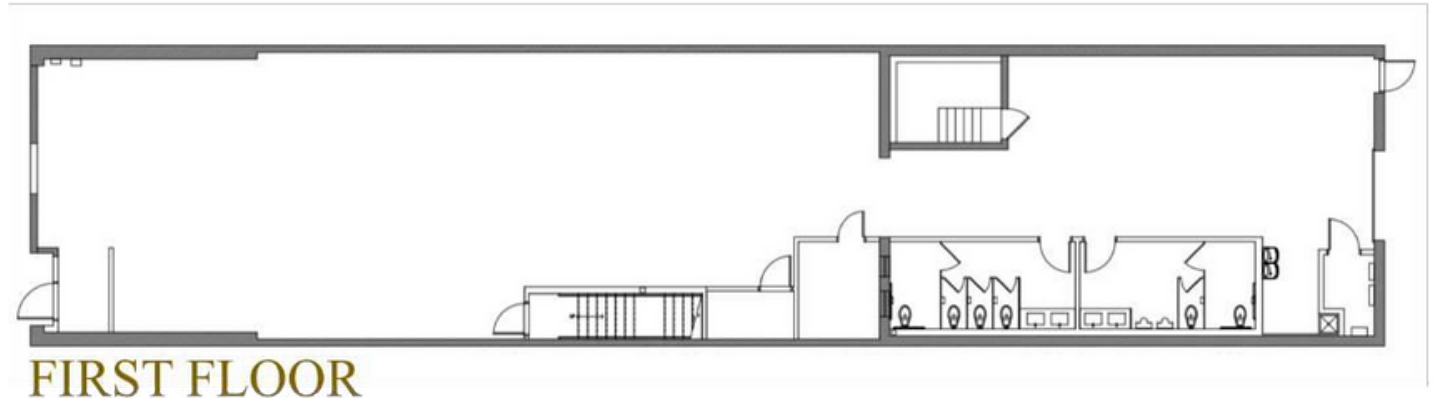
Seated dinner with a band- Maximum of 180 First floor & mezzanine level

Cocktail style with DJ or band - maximum of 250 guests first floor & mezzanine level



FLOOR PLANS

Row 24 offers a highly customizable and functional space which includes a transitional main floor, a mezzanine level, a large overhead service door, a catering and prep area, and two handicap accessible restrooms. The ground floor entrance provides easy accessibility for guests, caterers, and vendors. Our goal is to work with you to develop a layout that works best for your celebration.





POLICIES & PROCEDURES

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CATERING

Row 24 has an open vendor policy. All caterers must have a State of Illinois off site catering license and certificate of insurance with Row 24 LLC listed as additionally insured. All vendor information is due 30 days prior to your event

ALCOHOL

Row 24 is proud to offer a comprehensive bar and beverage program. While we have an open vendor policy, we do require all beverage packages be purchased through Row 24. Upon request, an estimate of charges will be provided prior to booking.

SECURITY

Row 24 requires a security liaison onsite at every event. We will determine the level of security needed on a per event basis. If Row 24 determines extra security is required, the client will be responsible for the additional costs.

FORMS OF PAYMENT

Row 24 accepts checks, money orders, wire transfers, Zelle, cash, and credit cards. Payment by credit card will incur a 3% processing fee. A 50% deposit and signed contract will secure your event date.

CANCELLATION

In the event of a cancellation, Row 24 requires a written notice. Up to 180 days prior to event, the cancellation fee will equal 25%. If event is canceled between 179 and 30 days before the event, the cancellation fee is 50%. If an event is canceled with less than 30 days' notice, the cancellation fee is 90% of your total rental fee.

INSURANCE

Row 24 requires Special Event Liability insurance. The certificate of insurance must list Row 24 LLC, its members, shareholders, directors, officers, agents, employees, and contracted vendors as additionally insured and protect against bodily injury, property damage, personal injury, and any other loss arising out of the use of the Row 24 facilities. The certificate of insurance must have a single liability limit of no less than \$1 million and general liability limit if no less than \$2 million.

PARKING

Parking lot access is available, but not included in the rental fee. Please inquire for a full list of parking options.

