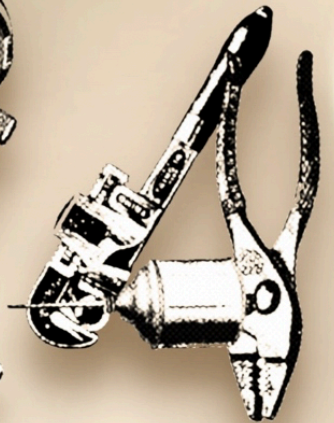
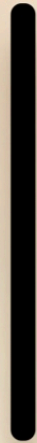


BE AMONG THE FIRST TO EXPERIENCE CHICAGO'S





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

	2020	2021
Weekday (Monday-Thursday)	\$3500	\$4000
Friday & Sunday	\$4000	\$4500
Saturday	\$4500	\$5000

May-December

Weekday (Monday-Thursday)	\$4000	\$4500
Friday & Sunday	\$4500	\$5000
Saturday	\$5000	\$5500

Holiday Weekends

Weekday (Monday-Thursday)	\$5000	\$5500
Friday	\$5500	\$6000
Saturday	\$6000	\$6500
Sunday	\$6500	\$7000
New Year's Eve	\$6500	\$7000

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 \$300. 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 hour rental with a minimum of four hours.

RENTALS & EXTRAS

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





AMENITIES

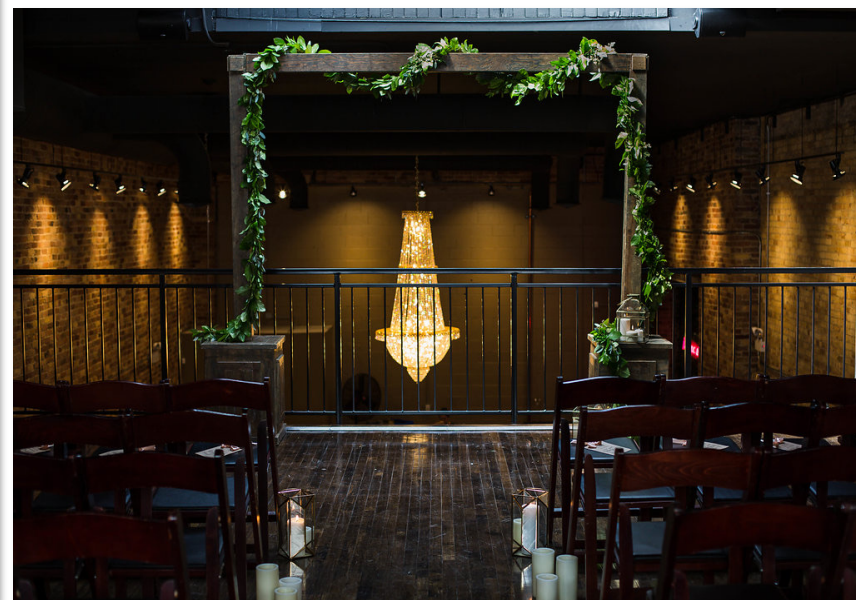
WHAT'S INCLUDED

- 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 timeline. This includes arrival, set-up, and breakdown times for all vendors, as well as timing for introductions, speeches, dinner/dessert service and other special moments.
- Venue Manager Assistant and Security on-site for the duration of your event.
- Coat racks and hangers.
- Multiple stall men's and women's restrooms, both handicap accessible.
- 10- 60 in. round tables
- 8- 8ft. long tables
- 15- Highboy tables (5 can be converted to cabaret tables)
- 4- 4foot tables
- House sound (Sonos system)
- 65 inch Samsung flat screen TV
- A collection of restored mid-century modern furniture.
- Private bridal room
- 2-custom movable bars
- On-site recycling
- Wireless Internet



THE SPACE

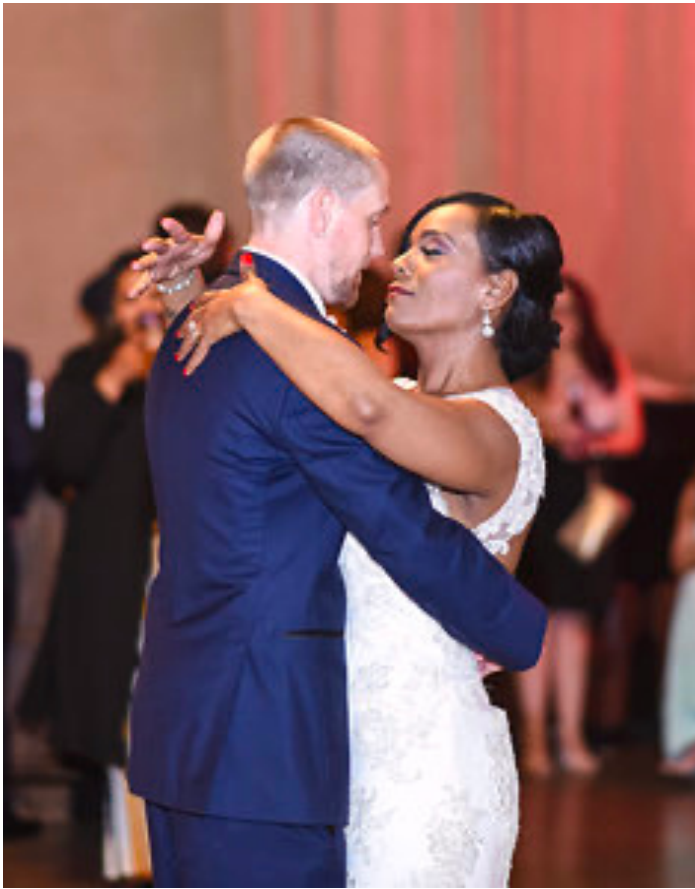
- 2400 sq. ft. free-span first floor show room space
- 800 sq. ft. mezzanine level overlooking the first floor
- Cocktail capacities up to 270
- Sit-down capacities up to 200
- Private bridal suite
- Stunning 6.5x3.5 ft. Swarovski crystal chandelier
- Original skylight
- Brand new and custom restrooms
- 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





CAPACITY

CAPACITY



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

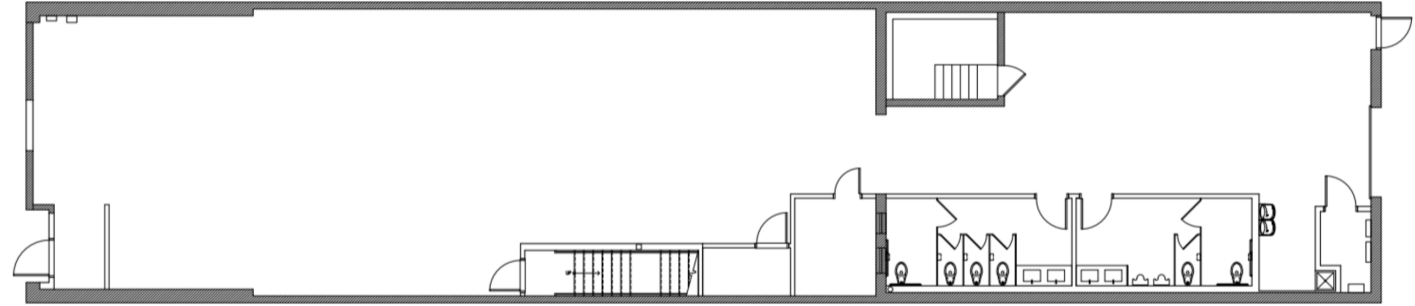
CEREMONY & RECEPTION

Maximum seated 125 guests

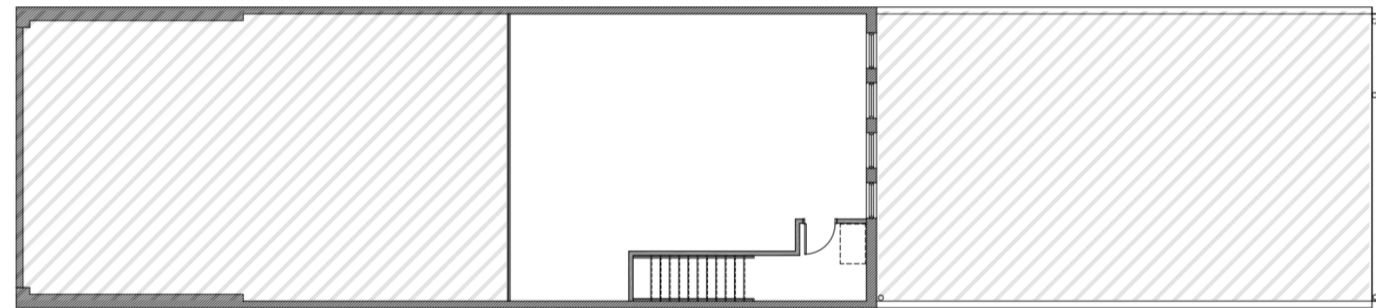


FLOOR PLANS

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.



FIRST FLOOR



SECOND FLOOR (MEZZANINE)



POLICIES & PROCEDURES

POLICIES & PROCEDURES

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, 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 cancelation 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.

