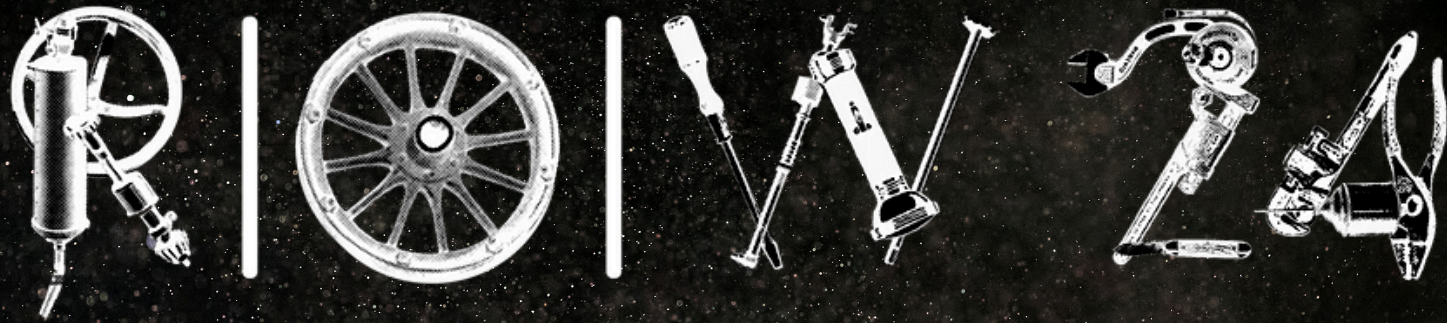


BE AMONG THE FIRST TO EXPERIENCE CHICAGO'S



Corporate Events



Your creativity + our space = a
captivating gathering. Our space
enables thoughtful people to facilitate
captivating,
productive, and beautiful events.



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

PRICING

HOURLY RENTAL

\$600

To book a date, a 50% non-refundable or Full deposit is required during contract signing.

ROOM RENTAL RATES

Please inquire for full day (7+ hours) and multi-day rates.

RENTALS & EXTRAS

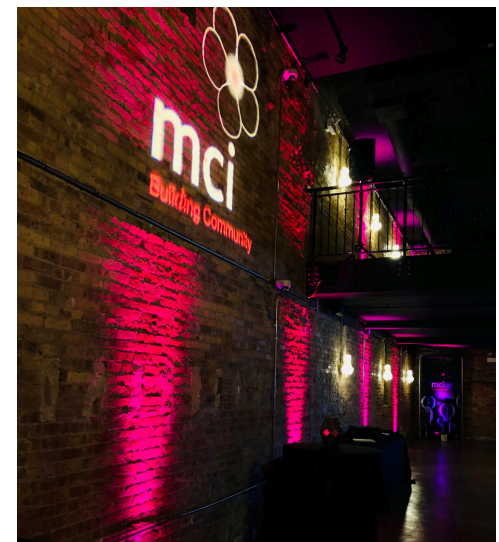
Parking: \$450

Beverage Program: Enjoy our expertly curated selection of beverages.

Planning and Coordination: Reach out to inquire about our comprehensive planning and day-of coordination services. Including help with vendors!

AV Equipment: Some available upon request. Contact us for details.

Security: \$175 - Required for all events, ensuring a safe and secure experience.



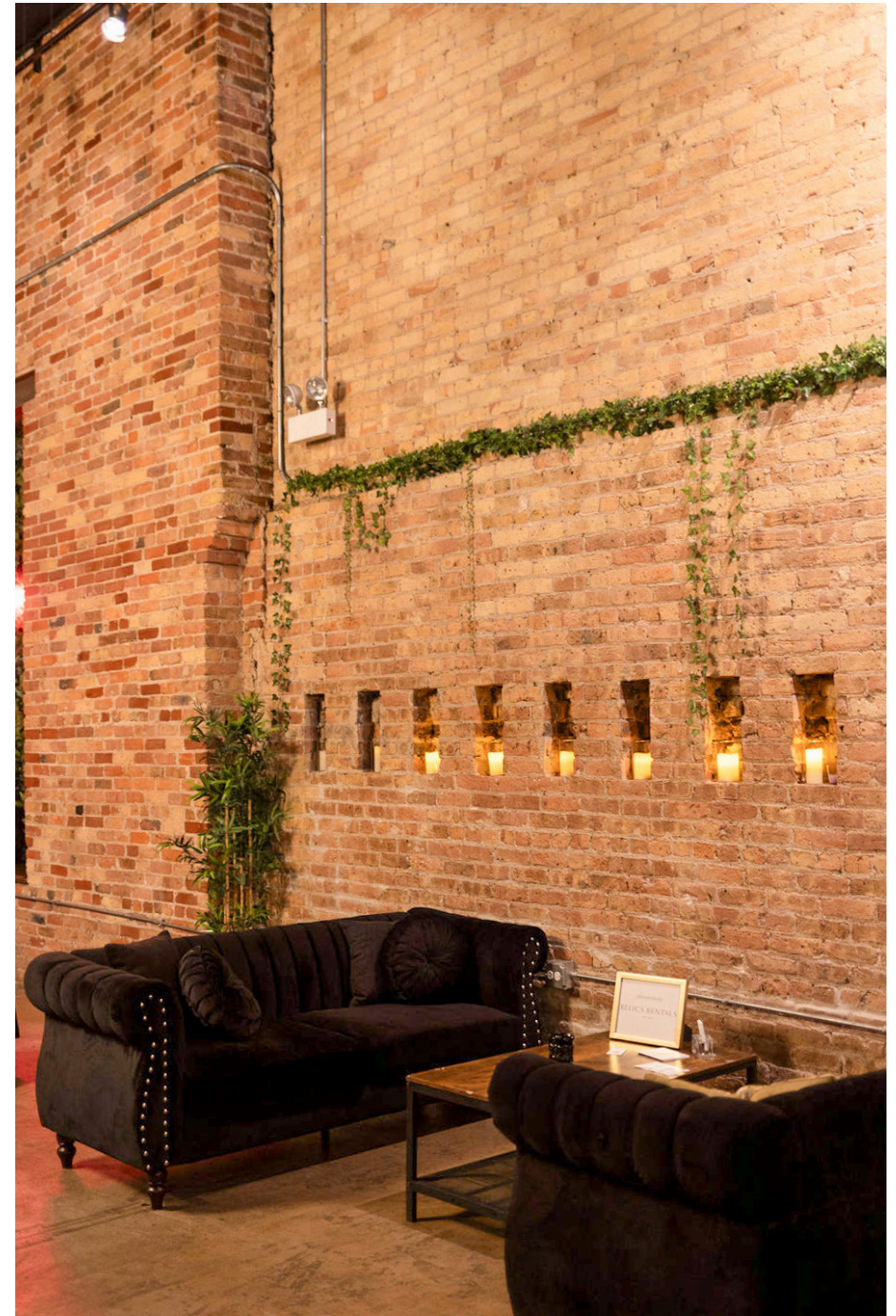
ROW 24

*Prices subject to change at any time

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WHAT'S INCLUDED

- A Dedicated Row 24 Venue Manager who will work with you and your vendors personally to ensure your event details.
- A final walk-through led by the venue manager and caterer. Approximately one month before your event, we'll review all the detail of your Event. It gives you the chance to visualize every detail, finalize a floor plan, confirm any add-ons and coordinate with your vendors so you feel at ease and excited for your event.
- Coat racks and hangers.
- Multiple stall men's and women's restrooms, both handicap accessible.
- 10 - 60 inch round tables
- 8 - 8 foot long tables
- 15 - High boy tables (5 can be converted to cabaret tables)
- 4 - 4 foot tables
- House sound (Sonos system)
- 65 inch Samsung flat screen TV
- Wooden Cart
- Private room
- 2 - custom movable bars
- 4 Black Couches
- Wireless internet





THE SPACE

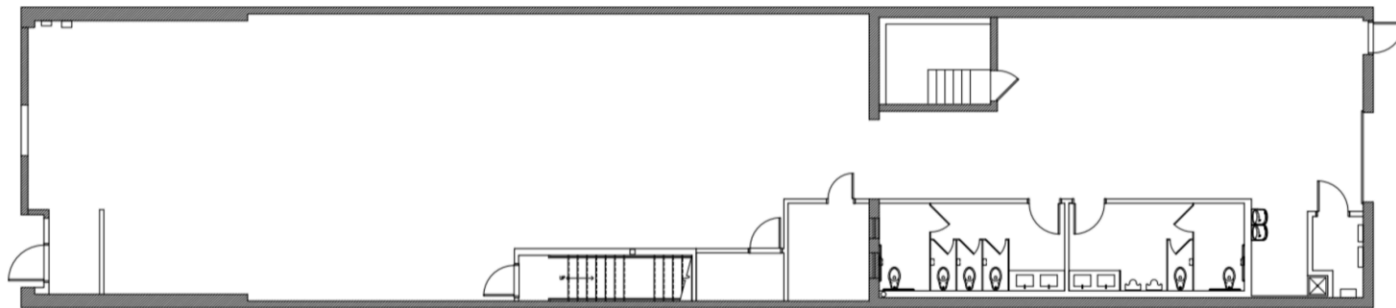
- 2400 sq. ft. free-span first floor show room space
- 800 sq. ft. mezzanine level overlooking the first floor
- Cocktail capacities up to 270
- Sit-down capacities up to 200
- Private suite
- Stunning 6.5x3.5 ft. Swarovski crystal chandelier
- Original skylight
- Brand new and custom restrooms
- Live music friendly
- Unrestricted vendor selection
- Pet friendly
- Steps from McCormick Place Convention Center Easy access to I-55, I-94, and Lake Shore Drive
- 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



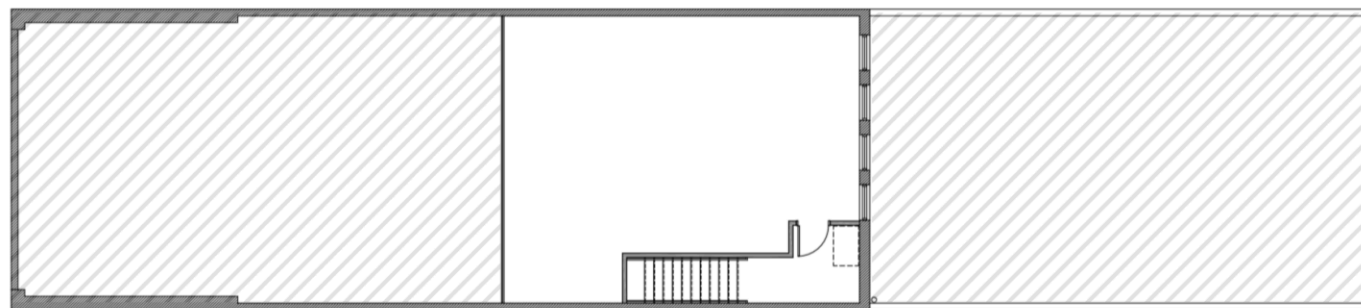
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FLOOR PLANS

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

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 determine 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 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.

NOT-FOR-PROFIT

Row 24 extends a 10% discount on Sunday-Thursday rentals with proof of 501c3 or 501c4. Donated beverages from licensed distributed are permitted with a per person corkage fee, which includes ice, assorted mixers, soft drinks, and garnishes.

PARKING

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

