



R O O M
1520
EVENTS



R O O M 1520

Magic Happens

Located in Chicago's West Loop. Room 1520 is an award winning spacious, restored historical loft building with high ceilings, portrait windows, exposed brick and a large vintage white washed bar complete with silver accents and a custom white marble top.

The space totals 4,000 sq. ft. and is a soothing bright white, that can be transformed into the perfect setting for any type of gathering from weddings and parties to corporate or social events. There is space enough for a dance floor, dinner service and more. Adjacent to the event space is a private Wedding/VIP suite, complete with a private restroom and a separate street entrance.

How is Room 1520 is different from other venues in the city? It has been rated a consistent 5 stars by Yelp, The Knot and WeddingWire in our eight years in business. It feels elegant, airy, bright and is accented by many crystal chandeliers and an artisan staircase in the grand entrance.

Come visit and see why Room 1520 has developed a glowing reputation in both the bridal and social events industry.



R O O M
1520

Amenities

Included

- Private VIP/Wedding suite with separate entrance
- On-site Room 1520 Venue Supervisor
- Meter free/permit free A.M. and P.M. street parking
- WiFi
- Velvet drape room divider
- Dimmable chandeliers throughout
- ADA compliant restrooms, elevator and entrance
- Crystal Chiavari and wooden cross back chairs.
- Round and rectangular dining tables for 8-10 guests (linens required)
- Highboy tables, cabaret tables and classic lounge furniture
- Wireless programmable LED uplighting for columns & perimeter of venue
- Basic sound system with AUX hook up
- Basic A/V equipment - includes wireless microphone, screen, projector.
- Rooftop with skyline view offered as photo backdrop
- Customizable Floor Plan
- Up to 7 hours of security for weekend events
- Outdoor Space for photos (Seasonal Availability)

Details

- 4,000 square feet
- Private street entrance with floor to ceiling windows
- Foyer with 16' tall ceilings and artisan staircase
- Great room with 11' ceilings
- Large, antique white bar with silver accents, customizable mirror, and a marble top

VIP Suite

- Included in Room 1520 rental
- 650 square feet
- Two vanity stations
- Mirrors, Mirrors, mirrors!
- Apple TV
- WiFi
- Private street and a venue entrance • Bluetooth speaker
- Lounge seating
- In-suite marble restroom
- Dining table
- Mini Fridge
- Exposed brick wall

ROOM
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Capacity

Like no other venue in the city, Room 1520's open floor plan can be customized to meet your event's needs.

The flexibility of Room 1520 allows you to simply use its elegant minimalist charm or create a highly personalized setting. The venue is yours to create your vision.

SEATED DINNER WITH DANCE FLOOR 150



Pricing

DAY RATE 8AM-4PM MONDAY-THURSDAY		BAR MINIMUM
\$2,000		NO MINIMUM
EVENING RATES 4PM-12AM		
MONDAY - TUESDAY	\$3,000	WAIVED
WEDNESDAY	\$3,000	\$2,000
THURSDAY	\$3,000	\$3,000
WEEKEND RATES		
FRIDAY	\$5,500	\$2,500
SATURDAY	\$6,500	\$3,500
SUNDAY	\$5,000	\$2,000

A 11.25% CITY OF CHICAGO TAX WILL BE APPLIED TO ALL BAR PURCHASES ONLY. TAXES FOR THE VENUE ARE INCLUDED IN THE VENUE FEE.

OFF SEASON DISCOUNT OF 25% AVAILABLE FOR THE MONTHS OF NOVEMBER THROUGH MARCH.

ROOM 1520
1520 W FULTON ST. | CHICAGO, IL 60607 | 312.952.1520 | INFO@ROOM1520.COM

Event Guidelines

Holds

Dates may be placed on a soft hold for a maximum of three business days without a deposit. If a second party becomes interested in the date, then the patron holding the date will have two business days to put down the 50% rental fee, \$500 security deposit and sign the contract or release the date

Payment

Fifty percent (50%) of the rental fee, a \$750 security deposit (which includes a \$250 cleaning fee and the remaining \$500 will be refunded pending no damages), and a signed room 1520 Venue Contract are required to reserve the date. The remaining 50% balance is due no later than 30 days prior to the event.

Cancellations

Cancellations must be submitted in writing to Room 1520. Should the client cancel the event, the client will forfeit the initial 50% rental fee deposit, but will receive a full refund of the \$500 security deposit within three weeks after such written notice is received. Should the client cancel the event 60 days prior to the event, then the client will be held responsible for paying to Room 1520 the remaining 50% rental fee deposit and will forfeit the entire initial 50% rental fee deposit, but receive a full refund of \$500 security deposit. Dates are transferrable/changeable for an extra fee 6 months prior to the event. Dates are non transferrable/changeable within 6 months of the event.

Catering

Room 1520 does have a preferred catering list. Our clients are required to use a caterer from this list.

Liquor

Room 1520's bar program was thoughtfully curated to provide our clients with the best options for their guests. Since each event is unique, pricing is available by request.



Event Guidelines Continued

Liability Insurance

No later than thirty (30) days prior to the Event Date(s), client shall provide Commercial General Liability ("CGL") insurance, including coverage for personal injury and property damage, with limits of One Million Dollars (\$1,000,000) per occurrence, and Two Million Dollars (\$2,000,000) in the aggregate. Fulton Justine LLC, and Room 1520 LLC, shall be named as an additional insured on said CGL policy. Said CGL policy shall be endorsed to provide Fulton Justine LLC, and Room 1520 LLC, with at least thirty (30) days prior written notice of any termination or material modification. Can be purchased through www.wedsafe.com

Decor

Candles are allowed, however candle flames must be enclosed. The use of sparklers, fireworks, confetti, bird seed and/or glitter is prohibited. Nailing, command strips, or tacking onto walls is prohibited. Replacement of lightbulbs in chandeliers or any lighting fixture is prohibited.

Parking

Meter free & permit free parking on weekends and evenings is ample. Valet is not necessary, but client can make arrangements for valet parking if they prefer.



Security

Room 1520 provides one security guard for up to 7 hours of your event. Should the length of your event exceed 7 hours, then Room 1520 will require client to pay an additional \$100 per hour for continued security.

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Cocktail Reception



Furniture

INCLUDED IN RENTAL FEE

Built-in custom bar.

Elegant, thoughtful curated lounge furniture in our cocktail lounge, The Justine. Your choice of any combination of cabaret & highboy tables for cocktail reception area

Up to ten extra cabarets and ten high boys available (linens not included).

Additional rectangular tables available for food stations, buffet set-up, place cards, desserts, guest book etc.

Wireless, programmable LED uplighting.

Basic Audio Visual equipment available for slideshow or video presentation - includes wireless mic, screen and projector.

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Seated Dinner



Furniture

INCLUDED IN RENTAL FEE
Built-in custom bar.

Your choice of round or rectangular dinner tables for 8-10 people {linens not included}.

Your choice of any combination of cabaret & highboy tables for cocktail reception area {linens not included}.

Crystal Chiavari and wooden cross back chairs.

Additional rectangular tables available for food stations, buffet set-up, place cards, desserts, guest book, etc.

All lounge furniture in bar area.

Wireless, programmable LED uplighting.

Basic Audio Visual equipment available for slideshow or video presentation - includes wireless mic, screen and projector.

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Bar Packages

ALL PACKAGES ARE PRICED FOR 4 HOURS OF BAR SERVICE

Premium

\$45 PER PERSON + TAX

(ADDITIONAL HOURS ARE \$12 PER PERSON PER HOUR)

GREY GOOSE & TITOS VODKA
TANQUERAY & HENDRICK'S GIN
BACARDI RESERVE
FLOR DE CANYA GRAND RESERVE RUM
JOHNNY WALKER BLACK LABEL &
GLENLIVET SCOTCH

PATRON
OLD FORESTER & MAKER'S MARK
BOURBON LITTLE BIT, JACK DANIEL'S &
JAMESON
IRISH WHISKEY
HENNESSY

2 RED & 2 WHITE WINES
ROSE & CHAMPAGNE
2 ROTATING DRAFTS & 4 BOTTLED/CANNED BEER
2 CLASSIC SIGNATURE COCKTAILS

Refined

\$38 PER PERSON + TAX

(ADDITIONAL HOURS ARE \$10 PER PERSON PER HOUR)

2 RED & 2 WHITE WINES
ROSE & CHAMPAGNE
2 ROTATING DRAFTS
2 BOTTLED/CANNED BEER
1 CLASSIC SIGNATURE COCKTAIL

TITOS VODKA
BOMBAY DRY GIN
CAPTAIN MORGAN RUM
OLD FORESTER BOURBON
LITTLE BIT WHISKEY
JACK DANIEL'S WHISKEY
JOHNNY WALKER RED LABEL SCOTCH
MAESTRO DOBEL SILVER TEQUILA

Classic

\$30 PER PERSON + TAX

(ADDITIONAL HOURS ARE \$8 PER PERSON PER HOUR)

1 RED & 1 WHITE HOUSE
WINE
CHAMPAGNE
2 ROTATING DRAFTS

NEW AMSTERDAM VODKA
BEEFEATER GIN
DON Q RUM
JIM BEAM BOURBON
LITTLE BIT WHISKEY
DEWARS SCOTCH
EL JIMADOR TEQUILA

A 11.25% SALES TAX WILL BE ADDED TO ALL BAR PACKAGES

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Bar Packages Continued



Getting Ready Options

BOTTOMLESS BLOODY MARY BAR

2 HOUR MAXIMUM
HOUSE VODKA
PINT GLASSES
BLOODY MARY MIX
GARNISHES

\$10 PER PERSON + TAX

BOTTOMLESS MIMOSA BAR

2 HOUR MAXIMUM
HOUSE CHAMPAGNE
CHAMPAGNE FLUTES
ORANGE JUICE
GRAPEFRUIT JUICE
FRESH FRUIT

\$11 PER PERSON + TAX

Additional Options

HOPS AND VINE

2 RED & WHITE WINES
ROSE & CHAMPAGNE
4 BOTTLED/CANNED BEER
2 ROTATING DRAFTS

**\$32 PER PERSON
+ TAX**



TABLE SIDE WINE SERVICE

1 RED & 1 WHITE HOUSE WINE SERVED TABLE SIDE BY THE CATERING STAFF

\$8 PER PERSON + TAX

A 11.25% SALES TAX WILL BE ADDED TO ALL BAR PACKAGES

Bar Packages FAQ

IS THERE A MINIMUM?

Yes there's a 4 hour minimum

WHAT IF I HAVE UNDERAGE GUESTS THAT DON'T DRINK?

No problem! Non-drinkers can celebrate with soft drinks, sodas, and mocktails at a cost of \$12 per person plus tax for the evening

CAN WE HAVE A NON-ALCOHOLIC BAR ONLY? Sure!

The price is \$12 per person plus tax for every 2 hours

CAN I CUSTOMIZE MY PACKAGE? I DON'T SEE WHAT I'M LOOKING FOR!

In order to keep bar offerings at an affordable price we can't swap out selections. We can however add something to the package at an additional cost

ARE THERE ADDITIONAL FEES/CHARGES NOT INCLUDED IN YOUR BAR PACKAGE?

Yes applicable taxes will be added.

DO YOU INCLUDE GLASSES WITH THE CHAMPAGNE TOAST?

Your caterer needs to provide glassware

ARE BARTENDERS INCLUDED IN THE PACKAGES?

Yes! 2 Room 1520 bartenders are included in all 4 hour packages. Additional bartenders are available for an additional \$200

HOW DO I PAY FOR THE BAR?

A \$1,500 bar deposit is due at the final walkthrough, about 30 days prior to your event. Final payment is taken 7 days before based on your final guest count

DO YOU OFFER CIDERS/GLUTEN FREE OPTIONS

Of course!

CAN WE HAVE A SIGNATURE COCKTAIL?

You better! We'll work with you to provide delicious signature cocktails. We offer 2 complimentary for cocktail hour :)

CAN WE HAVE WINE/ALCOHOL BOTTLES ON THE TABLES DURING DINNER?

Unfortunately no, guests can't serve themselves. We do offer our house red and white for tableside service during the duration of your dinner for \$8.00 per person + tax.

WE WOULD LIKE TO GIVE OUT MINI BOTTLES OF ALCOHOL AS FAVORS. IS THIS ALLOWED?

No as providing these to guests offers them the opportunity to consume alcoholic beverages not regulated by our bar.

CAN WE BRING OUTSIDE ALCOHOL TO ROOM 1520?

No. Consuming alcohol that is not served through 1520 is not permitted in or around the building for the duration of your event. In the event guests bring alcohol to the event it will be confiscated. Second violation will result in the guest being escorted out of the event. Third violation will result in the immediate end of the event.

WHAT TIME IS LAST CALL?

While we don't announce it, last call is at 11:30pm with the bar closing at 11:45pm (or earlier depending on your event time.) Room 1520 reserves the right to end bar service at any time to any guest for intoxication/unruly behavior

CAN WE DO SHOTS AT THE BAR?

Sorry, but we do not serve shots or neat pours at any event.

IS GRATUITY INCLUDED?

Tips are always welcome but gratuity is not included in any packages. The bartenders will have tip jars displayed on the bar.

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Our Catering Partners

AMAZING EDIBLES CATERING

Andrea Herrera
312.563.1600
andrea@amazingediblescatering.com

BUTTER + VINE

Sue Waarich
312.437.1081
sue@butterandvine.com

CMB CATERING

TAYLOR FUTRELL
tfutrell@cmbcater.com

COCINA FUSION

Juliana Barrientos
773.430.4328
juliana@cocinafusionchicago.com

ENTERTAINING COMPANY

Kenneth Wodman
312.829.2800
kenneth@entertainingcompany.com

GREEN SPOON KITCHEN

Monica Picchietti
312.241.2416
monica@greenspoonkitchen.com

THE CATERIST

Cristina Gustafson
847.676.2433
events@thecateristchicago.com

THE HEARTY BOYS

Alyson Greene
773.244.9866
alyson@heartyboys.com

SBR EVENT GROUP/TRUE CUISINE

Lauren Marchisotto
630.984.9038
lwinkler@SBRevents.com

PARAMOUNT EVENTS

Jennifer vahle
jvahle@paramounteventschicago.com

PRICES DIFFER BY COMPANY
PLEASE CONTACT THEM DIRECTLY FOR A CUSTOM QUOTE

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Our Vendors

AUDIO VISUAL

ART OF IMAGINATION

Deborah Weisenhaus

773. 632. 8553

deborah@artofimagination.com

BANDS

BEATMIX MUSIC

Becca Kauffman

becca@beatmixmusic.com

BELLE MUSIC STRING QUARTET

Sarah Vettraino

bellemusic3@comcast.net

BLUE WATER KINGS

Molly Kirk Parlier

info@bluewaterkingsband.com

QUARTET PARAPLUIE

Melissa Bach

melissa@quartetparapluie.com

YAZZ JAZZ MUSIC & PRODUCTIONS

Amy Yassinger

info@yazzjazz.com

DÉCOR

ART OF IMAGINATION

Deborah Weisenhaus

773. 632. 8553

deborah@artofimagination.com

ATMOSPHERE EVENTS GROUP

info@aegproduction.com

KEHOE DESIGNS

Matthew Lahey

matthew@kehoedesigns.com

LUFT BALLOONS

Elaine Frei

info@luftballoonstore.com

TAYLOR & CO

Derrick Taylor

derrick@taylorandcompanychicago.com

DOG SERVICE

WAGS OF LOVE

ALANA CONEY

WAGSOFLOVELLC@GMAIL.COM

DESSERTS

A LITTLE FROSTING BAKESHOP

info@alittlefrostingbakeshop.com

alittlefrostingbakeshop.com

ALLIANCE BAKERY

info@alliancebakery.com

alliancebakery.com

AMY BECK CAKE DESIGN

Amy Beck

cakes@amybeckcakedesign.com

amybeckcakedesign.com

BANG BANG PIE & BISCUITS

Alicia Hauge

773.276.8888

hello@bangbangpie.com

bangbangpie.com

COCO & EVE CAKES

info@cocoevecakes.com

cocoevecakes.com

ECBG CAKE STUDIO

info@ecbgstudio.com

ecbgstudio.com

WEDDING CONTENT CREATOR

LUXURY WEDDING CONTENT CREATOR

Miguel rodriguez

DJ'S

CAGE AND AQUARIUM PRODUCTIONS

773.433.2957

office@cageandaquarium.com

cageandaquarium.com

DJ CHICAGO

dj@djchicago.com

dj-chicago.com

FIGWEDDINGS

brent@figgy.net

figgy.net

GROOVE IS IN THE HEART

tim@grooveisintheheartdjs.com

grooveisintheheartdjs.com

ENTERTAINMENT

GRIN AND BEAR PHOTO BOOTH

hello@grinandbearbooth.com

grinandbearbooth.com

STANDANDCLAP ENTERTAINMENT

standandclap@yahoo.com

standandclapdj.com

TOAST AND JAM

contact@toastandjamdjs.com

toastandjamdjs.com

VALET/TRANSPORTATION

VIP VALET

www.vipvalet.com

BRIDAL PARTY GIFTS/WELCOME GIFTS

NORA EVENTS

Michelle Medina

hello@noraeventschicago.com

mynoraevent.com

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Vendors Continued

FLORAL

STEVES FLOWER MARKETinfo@stevesflowermarket.comFLOR DEL MONTEflordelmonte@gmail.comBOUK

Kara Romaur

info@boukbridal.comFLEUR

Kimberly Clemons

weddings@fleurchicago.comJULIET TAN FLORAL DESIGN

Juliet Tan

info@juliettanfloraldesign.com

FURNITURE/EQUIPMENT RENTALS

ARCANA VINTAGE RENTALSTABLESCAPES

312.733.9700

DISH AND DECOR VINTAGE RENTALS

VIDEOGRAPHY

AMOR IN MOTIONhi@amorinmotion.comNICODEM CREATIVEnicodemcreative@gmail.comSHUTTER AND SOUNDken@44filmworks.com

MAKEUP/HAIR

THE BRIDAL BEAUTY TEAMhello@thebridalbeautyteam.comGISELLE DOZIER ARTISTRYinfo@giselledozierartistry.comARTISTRY LIKE BAM

Branden Melear

branden.melear@gmail.comMEGAN ELIZABETH STUDIO

PHOTOGRAPHERS

ASHLEY HAMM PHOTOGRAPHYashleyhammphotography@gmail.comDIETZ STUDIOJERMAINE HORTON PHOTOGRAPHYinfo@jermainehorton.comJUANCHO SC PHOTOGRAPHYjohana@juanchosc.comLAYLA ELOA PHOTOGRAPHYlayla@laylaeloa.comMELODY JOY CO. PHOTOGRAPHYhello@melodyjoy@gmail.comMICHELLE COX PHOTOGRAPHYmichellecoxphoto@gmail.comMILLER + MILLER PHOTOGRAPHYinfo@mmfotos.comNICOLE DONNELLY PHOTOGRAPHYhello@nicoledonnellyphoto.comREMPEL PHOTOGRAPHYhello@rempephotography.comSEAN COOK WEDDINGSsean@seancookweddings.comKING AND OPALthewild@kingandopal.com

ACCOMMODATIONS

PUBLISHING HOUSE BNBinfo@publishinghousebnb.comTHE HYATT HOUSEmelissabisch@hyatt.comTHE HOXTONnick.ditter@thehox.com

CUSTOM

INVITATIONS/PRINTMATERIAL

SMITTEN BOUTIQUEerin@smittenboutique.comRYE INK DESIGN & PRINTrob@ryeink.netTHE CHICAGO CALLIGRAPHER

Nora O'Brien

thechicagocalligrapher@gmail.com

CALLIGRAPHY/MIRROR LETTERING

CALLIGRAPHY BY CTinfo@calligraphybyct.com

EVENT PLANNERS

AMANDA PAGE EVENTSNORA EVENTS

Michelle Medina

hello@noraeventschicago.comHANDLED BY HAMLIN

Michelle Hamlin

NATURALLY YOURS EVENTS

Carlene Hartline

info@naturallyyoursevents.comURBAN ALLURE EVENTS

Nicole Fauls

nicole@urbanallureevents.comWEDICITY

Tionna Van Gundy

tionna@wed-city.com

[illegible]

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FOR ALL OF LIFE'S SPECIAL
OCCASIONS



REHEARSAL DINNERS
LUNCHEONS
BAR MITZVAHS
BAT MITZVAHS
REUNIONS



REUNIONS
COCKTAIL PARTIES
CORPORATE EVENTS
CULINARY EVENTS
CHARITY EVENTS



ENGAGEMENT PARTIES
SHOWERS
BIRTHDAYS
HOLIDAYS

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