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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.

1520

Amenities

- · 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
- · 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)

- 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

· Included in Room 1520 rental

- · 650 square feet
- · Two vanity stations
- · Mirrors, Mirrors, mirrors!
- · Apple TV
- · WiFi
- Private street and entrance · Bluetooth speaker
- · Lounge seating
- · In-suite marble restroom
- · Dining table
- Mini Fridge
- · Exposed brick wall



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 elegan 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	•	BAR MINIMUM
8AM-4PM Monday-Thursday	\$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.

1520

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

Event Guidelines

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

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.

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.

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.



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Event Guidelines Continued

No later than thirty (30) days prior to the Event

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

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.

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.

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.

Cocktail Reception



Furniture

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.

Seated Dinner



Furniture

Built-in custom har

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.

Bar Packages

ALL PACKAGES ARE PRICED FOR 4 HOURS OF BAR SERVICE

\$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

\$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

\$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

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

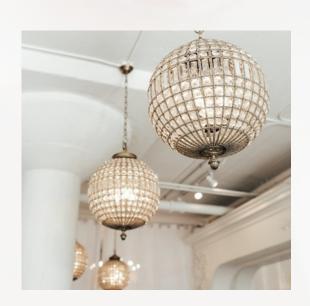


TABLE SIDE WINE SERVICE

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 gratuitdy 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
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BUTTER + VINE

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CMB CATERING

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GREEN SPOON KITCHEN

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Cristina Gustafson 847.676.2433 events@thecateristchicago.com

THE HEARTY BOYS

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SBR EVENT GROUP/TRUE CUISINE

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PARAMOUNT EVENTS

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



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YAZZ JAZZ MUSIC & PRODUCTIONS

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ALANA CONEY

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DESSERTS

A LITTLE FROSTING BAKESHOP

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ALLIANCE BAKERY

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AMY BECK CAKE DESIGN

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COCO & EVE CAKES

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ECBG CAKE STUDIO

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WEDDING CONTENT CREATOR LUXURY WEDDING CONTENT CREATOR

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www.vipvalet.com

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1520 Vendors Continued

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ARCANA VINTAGE RENTALS

<u>TABLESCAPES</u>

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DISH AND DECOR VINTAGE RENTALS

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HANDLED BY HAMLIN

Michelle Hamlin

NATURALLY YOURS EVENTS

Carlene Hartline

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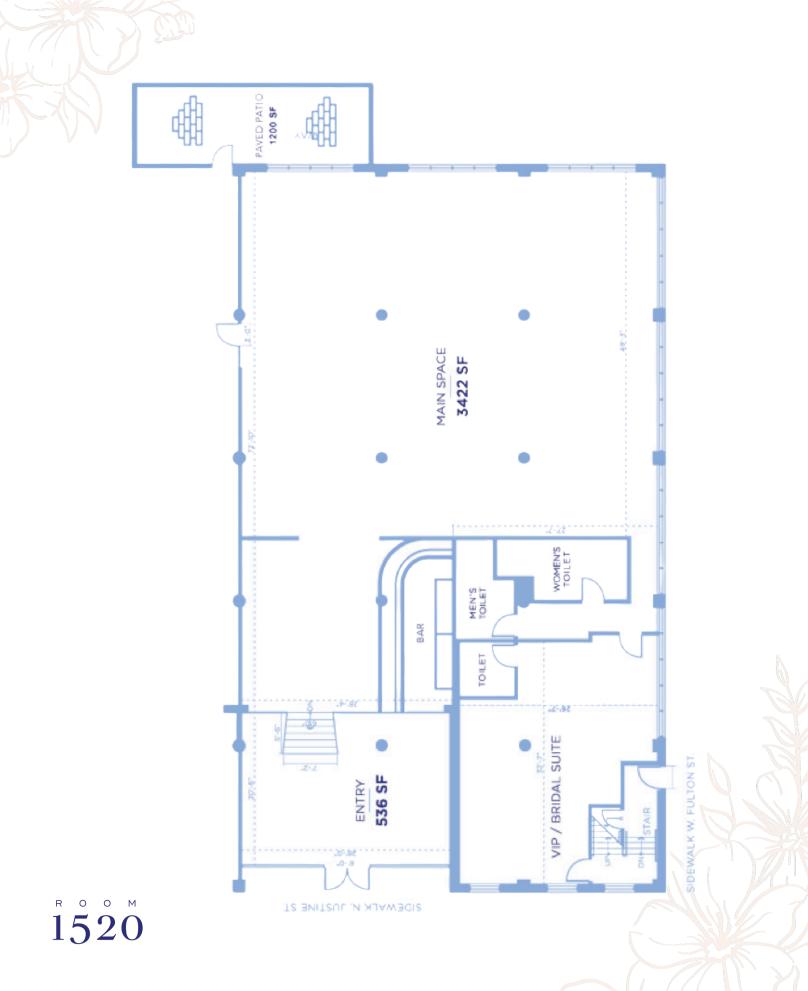
<u>URBAN ALLURE EVENTS</u>

Nicole Fauls

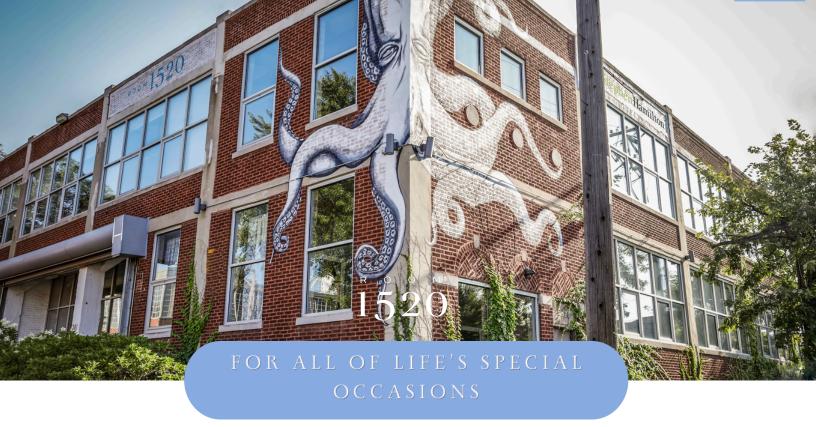
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REUNIONS
COCKTAIL PARTIES
CORPORATE EVENTS
CULINARY EVENTS
CHARITY EVENTS



ENGAGEMENT PARTIES
SHOWERS
BIRTHDAYS
HOLIDAYS