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# Event Information Packet

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**CHICAGO**  
**THEOLOGICAL**  
**SEMINARY**



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Hello!

My name is Roxie, and I'm the CTS Event Specialist. Thank you for considering Chicago Theological Seminary to host your upcoming event. We pride ourselves on our building's contemporary, flexible layout and amenities, as well as our Facilities Team's professional, personal service.

I've included some information in this packet with room details, pricing options, and procedural policies to give you a clear idea of the services we can offer you. I'm happy to go over any of this information with you in more detail.

Please feel free to reach out to myself or to Shauna Warren, our Events Manager and Facilities Coordinator, at any time with any further questions or concerns, or to schedule a walk-through tour of our building.

We look forward to working with you!

Regards,

Roxie Kooi

Shauna Warren

Contact Roxie:  
[roxie.kooi@ctsichicago.edu](mailto:roxie.kooi@ctsichicago.edu)  
(773) 896-2429

Contact Shauna:  
[shauna.warren@ctsichicago.edu](mailto:shauna.warren@ctsichicago.edu)  
(773) 896-2445

## VENUE DETAILS

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### **Location**

Chicago Theological Seminary is located in Chicago's Hyde Park, one of the city's most famous and historic neighborhoods of eclectic restaurants, shopping centers, museums, and bookstores located on the waterfront. With its minimalist, elegant architecture, CTS represents an ideal blending of history and innovation, and offers an ideal site for all kinds of special events.

### **About Chicago Theological Seminary**

Chicago Theological Seminary is an affiliated seminary of the United Church of Christ. Since our beginning, we have pushed at the growing boundaries of the church in order to make our faith relevant and to transform our society towards greater justice. Our student body now represents more than 40 different faith traditions, perspectives, and denominations.

In January, 2012 CTS moved into its new, state-of-the-art building at 60<sup>th</sup> Street and Dorchester Avenue, bordering the University of Chicago. This environmentally friendly architectural marvel is the centerpiece of our campus. Our LEED-Gold certified facility was designed with staunch commitments to environmental sustainability. In step with the forward-looking mission of the seminary, the building has also been designed with an eye to accessibility and flexibility.

The building's features include:

- ❖ Four floors and 80,000 square feet of floor space
- ❖ Technologically-enhanced classrooms, including 4 classrooms seating between 30-130, 6 seminar/breakout rooms, and a learning commons and library
- ❖ Glass-enclosed chapel with seating for 300
- ❖ Small chapel with seating for 40
- ❖ Meditation room
- ❖ Kitchen and dining hall
- ❖ 5,000 square foot green roof

### **Contact Information**

1407 East 60<sup>th</sup> Street  
Chicago, Illinois 60307-2902

T: (773) 896-2400 [Main Line]  
F: (773) 643-1284

[reservations@ctschicago.edu](mailto:reservations@ctschicago.edu)

# POLICIES, PROCEDURES AND INFORMATION

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Thank you for considering CTS to host your event. The following policies, procedures and information have been designed to help you plan your event, as well for you and everyone attending to have a safe, rewarding and successful experience.

## Prior to Your Event

### Payment

50% of your total bill is required upon contract signing unless otherwise agreed upon with CTS. Full payment is required no less than 7 days before the event. If the balance is not paid in full, CTS reserves the right to cancel your event and release the rooms. Any outstanding fees incurred during your event must be paid and settled in full at the end of the event. No balances are to carry over more than 7 business days after your event.

It is strongly suggested that any audiovisual needs be submitted with your contract; if not, there is no guarantee that CTS can accommodate last-minute requests. Additionally, a 50% upcharge will be added to any day-of AV requests.

CTS can accept payment via company check, money order, credit card [MC, Visa, Discover and AMEX], and online payments via Square. In order to pay over the phone, please call our finance department at (773) 896-2440.

### Cancellation Policy

All cancellations must be submitted in writing to the CTS Events Manager and Facilities Coordinator, and will not be agreed upon until signed by both you and CTS. CTS reserves the right to cancel all or part of your contract if payment is not received by the date(s) and amount(s) indicated in your contract. Depending on when you cancel your event, CTS will refund any paid monies on a sliding scale as detailed below:

<b>More Than Thirty (30) Days Prior to Event</b>	CTS will retain fifty percent (50%) of deposit, and refund all other monies paid
<b>Thirty (30) Days to Seven (7) Days Prior to Event</b>	CTS will retain one hundred percent (100%) of deposit, and refund all other monies paid
<b>Seven (7) Days or Less Prior to Event</b>	CTS will retain all monies paid

## Provisions

The following is a list of benefits you will receive when you rent equipment and furniture exclusively from CTS, and when you pay the publicized standard rate.

- ❖ When you rent equipment and furniture exclusively from CTS, we will set up and dismantle all rented materials at no additional charge.
- ❖ When you rent AV equipment exclusively from CTS, we can offer you a package discount. This equipment includes sound, audiovisual, and any necessary accessories.
- ❖ CTS also provides free wifi throughout the building. Many of our rooms offer multiple outlets for laptop hook-up.

## Catering and Liquor

CTS has selected a variety of professional caterers who are our preferred vendors. These caterers are familiar with our facilities and know and understand our cleaning requirements, our green and sustainable recycle and trash disposal policies, as well as following all other policies and requirements in order to keep CTS a clean, professional and well-run venue for events. Should you choose to engage an outside caterer, CTS will charge a fee equal to 10% of your room rental rate.

All vendors must be professional and licensed by the City of Chicago or State of Illinois. All caterers must have current food and alcohol service licenses, as well as current certification of insurance on file at Chicago Theological Seminary naming CTS as additionally insured for their event. Vendors without this certification will not have access to the space. CTS requires a copy of the vendor's license and insurance certificate no later than 72 hours prior to your event [if you're using one of our preferred vendors, there's no need to acquire their certifications; CTS has them on file].

CTS does not provide wait staff, linens or tableware; you will need to arrange these details through your caterer.

The following is a list of CTS' preferred catering vendors:

Name	Contact(s)	Phone	Email	Website
Epic Catering	Alma Garcia	773-646-4600	almagarcia@epicater.com	www.epiccateringevents.com
Food for Thought	Lorena Kennedy Katie Davis	Direct (Lorena) 847-745-5135 Direct (Katie) 847-745-5133	lkennedy@fftchicago.com kdavis@fftchicago.com	www.fftchicago.com
Limelight	Elizabeth Hake Vanessa Nagel	773-883-3080	ehake@limelightcatering.com vnagel@limelightcatering.com	www.limelightcatering.com
Melon Express	Marti Worell	773-306-1910	marti@mypremiercaterer.com	mypremiercaterer.com

CTS requires all consumption and distribution of liquor to be attended by a properly licensed bartender. If you employ a bartender, CTS requires a copy of the bartender's certification or any applicable license(s) no later than 3 days prior to the event. Often, your caterer will have a copy of this certification, and can forward that paperwork to CTS on your behalf. By serving liquor at your event, you agree to assume all responsibility and liability related to the use of said liquor; all liquor usage must be in compliance with Illinois law.

### **Design and Consultation**

CTS's primary responsibility is as a rental venue. We are not and do not provide an event or wedding planner. For large events such as weddings, we encourage you to hire a professional event planner to help you design your event, and to be on site the day of your event. We are happy to provide any space-related information your planner requires.

### **General Liability Insurance**

You must provide CTS with a copy of your Liability Insurance no later than 3 days prior to your event date. Liability Insurance is \$1,000,000 and can be obtained from your personal insurance agent. Event liability insurance can be obtained for the day of your event and added to your homeowners' insurance. Many insurance companies offer special event coverage for a flat fee; please speak with your insurance agent regarding these policies.

For ongoing rentals, a copy of your Liability Insurance must be submitted annually upon contract renewal.

## **During Your Event**

### **Parking**

There is plenty of free parking around our building, either on the streets or the parking lot at 60<sup>th</sup> Street and Stony Island.

On the weekend, the CTS lot is open and available for use through prior arrangement with the Event Specialist. Use of the parking lot during the week requires written approval from CTS no later than one week before your event.

### **Rental Time**

CTS rental price is charged by either half-day [i.e., less than four hours] or full-day [i.e., four hours or more] rates. Our standard allotment includes two hours of set-up and one hour of tear-down time, though this can be negotiated depending on the needs of your event. Our Facilities Team is willing to stay overtime if the venue is available.

You are responsible for removing all equipment, decorations and any other materials from CTS, and for vacating the venue no later than 2 hours after your event [and in any situation, no later than 12:00 a.m.]. Should you exceed your rental time, CTS will assess an overtime fee of \$50/hour, plus staffing charges, for every hour or fraction you remain on-site.

### **Decorations and Damage**

All decorations and signage must be discussed with the Event Specialist in advance of the event. No use of confetti, glitter, birdseed or rice is permitted. You may use string and tape to affix your decorations to the walls; tacks, pins or nails may not be used. Avoid anything that might stain, scratch or mar the wall and floor surfaces, and any heavy metal items that may damage the floor.

Fire products (fireworks, sparklers, tiki torches, firecrackers, etc.) are strictly prohibited. Use of candles is permitted, providing all candles are contained in hurricane lamps or appropriate holders.

All decorations and items, either rented or belonging to you, must be cleaned up at the conclusion of your event, or by special arrangement with the Event Specialist.

If you supply and set up your own decorations and/or have chosen to use outside vendors, you are responsible for any damage and extra charges that occur to the CTS venue and staff by your staff and vendors. Should your rental space(s) be damaged during your event, CTS will assess additional damage charges on a case-by-case basis.

CTS has stands available for the placement of limited signage to direct guests to your event.

### **Building Safety**

You are responsible for all people and property associated with your event. CTS is a nonsmoking building.

For events occurring outside our normal business hours [Monday through Friday, 8:30 a.m. – 4:30 p.m.], building security will be on hand to monitor the space. If you require additional specific security for your event, this will need to be arranged separately.

All weapons, including but not limited to firearms, are strictly prohibited on the premises of the Chicago Theological Seminary without explicit advance authorization from the Office of the President, regardless of whether a federal or state license to possess the same has been issued to the possessor.



## **After Your Event**

### **Clean Up**

Confirm with your caterer that they will clean the catering area at the end of your event. Remove your equipment, decorations and other items by the end of your rental period to avoid overtime charges. Put all garbage and recycling in appropriate containers. If any chairs or other equipment have been moved outside your rented room(s), they must be returned to the room in which they belong. CTS will completely clean the floors, restrooms and walls, etc. before and after each event. However, you or your caterer is responsible for taking care of liquid spills during your event. CTS will supply a mop and bucket as well as janitorial supplies for your convenience, as necessary.

### **Lock Up**

Confirm with your caterer that they will check out with CTS's Facilities Team and/or Events Manager at the end of your event, and verify that the policies and clean up requirements of the venue have been completed. You must remove all of your items from CTS immediately following your function. CTS will not be responsible for any items left behind after your event.

## INCLUDED AMENITIES

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### Classrooms

- ❖ Breakout Rooms: Seat 8-10



- ❖ AV Capabilities: TV, Blu-Ray, sound, conference phone, white board, supply area
- ❖ Small Classrooms: Seat 20-25



- ❖ AV Capabilities: TV, Blu-Ray [222], DVD [232], conference phone, supply area

- ❖ Medium Classrooms: Seat up to 30



- ❖ AV Capabilities: Smartboard and pen, projector, supply area
- ❖ Large Classrooms: Seat up to 45



- ❖ AV Capabilities: screen, mics, assisted hearing device, sound, podium, power on tables, LCD projector, amp [214], whiteboard, supply area

## Clark Chapel

- ❖ Seats approximately 40



- ❖ AV Capabilities: DVD, CD, mics, screen, sound, lectern

## Skyline Chapel

- ❖ Seats up to 250



- ❖ AV Capabilities: LCD projectors and screens, Blu-Ray, sound, mics [wired, wireless, lapel], assisted hearing devices, piano

## Dining Hall

- ❖ Seats up to 150



- ❖ AV Capabilities: LCD projectors and screens, Blu-Ray, sound, mics [wired, wireless, lapel]

## AVAILABLE AMENITIES

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### Furniture Rentals

<b>Description</b>	<b>Price</b>
Armchair [beige or orange]	\$ 10.00
Ottoman	5.00
Pipe/Drape [3 sections]	30.00
Podium [“Tree of Life”]	10.00
Podium [black]	20.00
Portable Stage Risers [6’x8’ sections; 4 total]	150.00
Table [“Tree of Life”; small or large]	10.00
Table [buffet, 8’]	15.00
Table [classroom; 5’]	10.00
Table [highboy – adjustable height; 36” diameter]	12.00
Table [round, 60”]	15.00
Table [square; 4’]	10.00
Tension Barriers	5.00

### Free Items

Coat Rack, Folding Table, Garbage Can, Stool [highback; black], Music Stands, Extra Chairs

### AV Equipment

<b>Description</b>	<b>Price</b>
Blu-Ray Player	\$ 20.00
CD Player	10.00
DVD Player	30.00
Easel [folding; black]	10.00
Easel [gray]	10.00
Flip Chart [with paper and marker]	10.00
Hearing Assistance	75.00
LCD Projector [2 total]	200.00
Lectern [black]	10.00
Lectern [Da-Lite]	80.00
Mac Adapter	5.00
Microphone [Goose Neck]	60.00
Microphone [wired]	15.00
Microphone [wireless; hand-held]	125.00
Microphone [wireless; lapel]	125.00
Mixer Board	300.00
Piano	80.00
Speakers	150.00
Video Camera	300.00

### Free Items

Extension Cords, Lectern Clamp for Mics, Mic Stands, Power Strips, VGA Cords, Extra Chairs

**Staff**

CTS automatically includes one Facilities staff worker to aid in the set-up and tear-down of your event. We reserve the right to add additional staff members as needed, depending on the size and complexity of your event. Staff charges are accrued hourly, and a minimum charge of three hours of time [for set-up and tear-down] is included.

Staff 18.00 [hourly, per staff member]

For events occurring outside our normal business hours [Monday through Friday, 8:30 a.m. – 4:30 p.m.], CTS will arrange for security personnel to ensure the safety of the building and all occupants. Security charges are accrued hourly, and a minimum charge of four hours of time is included.

Security 20.00 [hourly, per security personnel]

## COORDINATION TIMETABLE

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The following is a sample timetable to help you get a sense of the process of booking and executing your event with CTS.

<u>Step</u>	<u>Participants</u>	<u>Description</u>
1. Space Inquiry	C; ES	Client contacts CTS to enquire about venue. Based on conversation [phone, email, in-person, etc.], Event Specialist mocks up a preliminary quote for event and emails to Client for approval. Event Specialist will “hold” the needed room(s) on the CTS calendar.
2. Tour [optional]	C; ES	Client and Event Specialist meet at CTS and tour the intended venue space. Any further details [AV needs, catering, special requests] are discussed. Event Specialist updates quote as needed and emails to Client for approval.
3. Contract	ES	Event Specialist will prepare and send Client a contract for the event. Event Specialist will “book” the needed room(s) on the CTS calendar. <b>Note:</b> CTS does not consider an event fully booked until a deposit and signed contract are received.
4. Payment	C	50% of total payment is required as a deposit at time of contract booking. <b>Note:</b> If event is less than 7 days away, payment must be received in full at time of contract booking.
5. Insurance	C	Copies of Client’s Liability Insurance, as well as any external vendor licenses and insurance, must be received by CTS no later than 72 hours prior to event.
6. Final Touches	ES	Event Specialist will touch base with the client 48 hours prior to the event to ensure that all needs have been met on both sides.
7. Event	C; ES	CTS will provide staff as necessary for event. If Client has day-of rental needs, CTS will accommodate to the best of its ability for an additional upcharge. Upon receipt of full payment [including any leftover balance from day-of expenses], Event Specialist will close out the event.

**Key:**

C: Client  
ES: Event Specialist



## SUMMARY

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We hope this information has proved helpful. If you have any further questions or comments, we encourage you to reach out to us and we will help you to the best of our ability.

We look forward to working with you to create a successful, enjoyable event!

-- Chicago Theological Seminary  
Events Management Team

Contact Roxie:  
[roxie.kooi@ctschicago.edu](mailto:roxie.kooi@ctschicago.edu)  
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Contact Shauna:  
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