

EVENT GUIDELINES – CLIENT

Thank you for considering the Newberry Library for your event. The Library's historic Romanesque building provides a unique setting for any function. Our staff in the Office of Events will work closely with you to insure its success.

We have compiled the following information which should be helpful.

CATERING: The client is responsible for selection and use of a caterer. We will supply you with a list of our approved, recommended caterers or you may bring your own, provided they meet the Library's requirements. If a caterer is not on the Library's list the client is responsible for insuring the proposed caterer submits proof of catering license issued by the City of Chicago, liquor license issued by the City of Chicago, training certificates for safe food handling and serving alcohol, general liability insurance in the amount of \$2,000,000 and Dram liquor liability insurance in the amount of \$2,000,000. and any other information as required by the Library. This information is required before the client submits a deposit to the caterer. Failure by the client/caterer to submit appropriate documentation may result in the client's deposit to the caterer being forfeited if the caterer is not approved. The Library assumes no responsibility and/or liability for monies forfeited by the client resulting from failure to submit necessary documentation and to obtaining prior approval of the caterer from the Office of Events.

All events held at the Library must be catered by a caterer licensed by the City of Chicago. Restaurants not holding a catering license, outside service agencies, or wait staff companies are not allowed to cater or staff events at the Library except and unless a licensed caterer is hired by the client to coordinate and oversee the event.

The caterer is responsible for providing all personnel, material, and equipment for the event. The caterer is also responsible for (1) set-up and break-down of equipment and the prep area, (2) maintaining event space including but not limited to, quickly cleaning up any food or drink spills during event, (3) clearing away equipment, and (4) cleaning all prep areas.

The use of butane or propane burners inside the Library is strictly prohibited and cannot be brought into the Library.

ALCOHOLIC BEVERAGES: Must be provided by caterer or client. If you provide your own beverages, the caterer must serve them. **All leftover beverages must be removed that evening. The Library is not responsible for any beverages left overnight.**

WALK THROUGH: Please have your caterer, florist, and/or event coordinator call the Office of Events for an appointment so that we may show them the space in which they will be working. Someone in the Events Office will be available between 10:00 a.m. and 4:00 p.m., Tuesday through Saturday. Special appointments can be arranged.

DEPOSITS: A 50% **non-refundable** deposit is required at the time the date of the event is confirmed and the remainder due ten days prior to the event. Any overtime charges will be billed separately. All contracts must be signed and received at the time the deposit is given. Any damages incurred during the event will be billed to the client.

PROVISION OF STAFF AND EQUIPMENT: The Newberry Library will provide personnel from the Office of Events, security guards, a utility man, use of prep areas, and washrooms. The responsibility of returning the prep room to its original condition rests with the caterer. The client will be responsible for the caterer's compliance.

PARKING: The Library's parking lot is available to you and your guests.

DISPLAYS AND DECORATIONS: All displays and/or decorations proposed by the client must be freestanding and nothing can be attached to any of the walls, sconces, or doors and must be approved by an event coordinator. All preparations for the event must be initiated on the date of the function. **The Library is not responsible for any material left overnight.**

Any decorations provided by the Newberry Library remain the property of the Library and are not to be removed. If any Library décor is damaged or removed, the client accepts responsibility for reimbursement.

CANDLES: Use of votives and/or enclosed candles is allowed but must be approved prior to your event by an event coordinator.

LIABILITY: The client assumes full responsibility for the conduct of persons attending the event and for any damage done to any part of the Library. **The client indemnifies and holds harmless the Library against any and all claims, liabilities, or costs in conjunction with this event. The Library is not responsible for anything left overnight.**