

MBR

Photo Check List

Venue1:
 Paramount's Meyer Ballroom
 & Grand Gallery

Venue2:

Venue2:

What is the contact information for the venue?
 Bill Pope, Rentals Manager
 (630) 723-2468
 billp@paramountarts.com

When are the venues open?
 Paramount Events is available for events every day from 7am-midnight except on Thanksgiving and Christmas Day. On days when we do not have events scheduled, our business hours are Monday-Friday from 10am-5pm.

What is the seating capacity?
 Meyer Ballroom: Buffet dinner- 220, Plated dinner- 240 (higher numbers possible with alternative room set ups)
 Grand Gallery: Buffet dinner- 280, Plated dinner 280

What is the payment policy?
 A deposit is due at contract signing to assure reservation of space. We offer payment plans, and we are happy to work with you to find a solution that fits your needs. For more information, please contact us at 630-723-2468. All events must be paid in full at least 120 prior to your event.

Do you accept credit cards?
 Yes, but a credit card transaction fee is applied.

Are gratuities included?
 No, gratuity is optional.

What is the cancellation policy?
 All sales are final. Once you have signed a contract, there is no refund of money upon cancelation.

Do you have wedding coordinators?	Yes! Our coordinators are here to act as a liaison between you and your vendors, and keep everything running smoothly the day of.
What types of packages are offered?	Click here to see a detailed description of our Meyer Ballroom Package or Paramount Theatre, or visit our website.
How many hours can we have?	Standard weddings are allotted 6 hours for reception and an additional hour if your ceremony is on site. You are also allowed access to your venue 3 hours prior to your guests' arrival. Paramount Events will take care of room clean-up at the end of your event time. We are happy to remove anything you would like thrown away, but we kindly ask that you have your guests, decor, gifts, etc. removed by the end of your 6 hour reception time.
What is included with each reservation?	When you book your wedding at Paramount Events, we include all of your event essentials for no extra charge. All wedding reservations include: tables, chairs, tablecloths (black or white), setup & takedown of dining tables and chairs and a 4 hour standard open bar package. There is also an in-house centerpeice available at no additional charge.
What is the policy on extension of time?	You are allowed access to your venue 3 hours prior to your guests arriving. Should you feel you will need more than 3 hours to decorate, you have the option to purchase additional hours of decorating time. Additional hours may be purchased in 3-hour increments. When your load-in time begins, we will have all of your tables, chairs and linens set so the room will be ready for you an/or your vendors to decorate at that time. Additional reception hours may be purchased in 1-hour increments as well.

What time can we have access for photos? 3 hours prior to the event.

What are set up hours for vendors? 3 hours prior to the event.

What is the max number of guests? Meyer Ballroom 240 guests and Grand Gallery 280 guests.

Can the same room be used for a ceremony and a reception? Yes! We have multiple spaces for all of your wedding day events including the ceremony, cocktail hour and reception. Depending on what best fits your needs, you can rent as many spaces as you want.

How long does it take to flip a room? Typically, we flip the room from the Ceremony to the Reception during cocktail hour.

Is a changing room available? Yes! We have multiple options for changing rooms.

Is it handicap accessible? Yes!

Do you offer special lighting/dance floor/stage/AV options? The entire floor of the ballrooms is a professional grade, hard wood dance floor, so no additional floor needs to be set up or rented. The use of other specialty equipment will have to be discussed with our Rentals Manager.

Do you have room set up options? Most certainly! Room layout can be discussed with your Event Coordinator.

What are the extra fees for coat check? Coat check is provided October 1st thru April 30th at no additional cost.

Are you licensed to serve alcohol? Yes!

Is there a bar? (open/cash/host) Your rental of a Paramount Event Space includes our 4 hour Standard Bar package. This includes 1 hour of open bar before dinner and 3 hours of open bar following dinner. While the bar is closed during dinner, wine service will be made available for your guests. A champagne toast is provided for the head table. A champagne toast for all of your guests or an upgrade to our premium bar package can be purchased.

Will other events be scheduled the same day? We try to only have one event within the North Island Center or Paramount Theatre at a time, but because there are so many rental spaces available, that can prove to be unavoidable at times. However there is always a security guard on duty for events, and part of their responsibilities is it make sure the events are kept separate, when those cases arise.

Does the reception hall recommend any specific vendors or caterers? Yes, we have a list of [5 preferred caterers](#) to pick from; as well as a huge reference list for other vendors.

Who does the catering? The Paramount Events staff will work with you and any of our 5 preferred caterers to find a lunch or dinner package that suits your wedding needs. All preferred caterers' service includes: coffee service, linen napkins, china, water glasses, silverware, cake cutting and wait staff.

How many bartenders? We generally staff 1 bartender for every 75-100 people, but is really on a case by case basis.

Do they have capabilities for hosting outside? The North Island Center features outdoor ceremony options, weather permitting, along the Fox River and Plaza. In addition, attached to the Meyer Ballroom we have a small outdoor patio, that overlooks the river, for you and your guests to enjoy during the reception.

Is there parking?
Or valet parking? For the Grand Gallery street parking is available, as well as multiple city lots, including one located just one block south of the Event Spaces. There are also two paid garages, both located just one block away from the Event Spaces. Hollywood Casino valet parking service can also be arranged with a Meyer Ballroom reservation.

Are there any pictures of previous receptions held in the venue? Click [here](#) to see pictures of the Meyer Ballrooms or visit our website.

Are there any restrictions on decorations (candles, etc.)? Votive candles with at least 1 inch of glass above the top point of the flame may be used. Adhesive tape is not allowed in any of the event spaces. We do not allow animals, with the exception of service animals. For more information, please contact your Paramount Event Coordinator.

Does the facility have full liability insurance? Yes! You will not need to purchase additional event insurance. Paramount Events will request proof of insurance from all vendors associated with an event.

What is your fee to clean-up after the reception? General cleaning is included in your price.

Additional Site Visit Notes: _____

* For further information please visit our [website](#).