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# GRAND GALLERY

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## GRAND GALLERY CORPORATE AND PRIVATE EVENT INFORMATION

*Includes the following:*

6 Hours of event time\*

Set up and tear down of all tables and chairs

Up to ten 6ft tables with black skirts & cloths

One corded microphone

One podium

Use of built-in sound system (with CD player and iPod hook-up for background music only)

Seasonal coat check staff

On-site building security guard

Up to \$450.00 in custodial personnel and services.

6 flat screen monitors and DVD player

VIP room on 2nd floor

Event Manager for day of event plus advance coordination with client's vendors

Access to Grand Gallery 3 hours prior to event for set-up and decoration

\*Actual event inclusive of Load-Out of decorations, equipment, and persons attending the event.

### **RENTAL RATES**

**FRIDAY & SUNDAY      \$2,450.00**

**SATURDAY                \$2,950.00**

**WEEKDAY                \$2,100.00**

*APPLICABLE TAXES AND FEES INCLUDED IN PRICES. GRATUITY OPTIONAL.*

*All days of holiday weeks are at Saturday rates. All rates are subject to change without notice.*

*Discounts are considered for parties of 120 or less, based on the day of the week and minimum bar package / cash bar guarantee  
Package not intended for weddings. Please see Wedding Package for pricing.*



Our service options allow you to select a plan that will best suit your needs. The packages below are based on a four hour period and a set number of attendees.

\*Beer, Wine & Soda Packages, Non-alcoholic Bar Packages and Cash Bar available Sunday-Thursday.

## STANDARD BAR PACKAGE

Captain Morgan, Chi Chis Margarita, Disaronno, Grey Goose, Maker's Mark 90, Patron Silver, Tanqueray, Cabernet, Chardonnay, Malbec, Moscato, Pinot Grigio, Bud Light, Goose Island 312, Goose Island Green Line, Goose Island IPA, Stella Artois Cidre, Two Brothers Domaine Dupage, Bottled Water, Sodas, Fruit Juices

## PREMIUM BAR PACKAGE

Bacardi, Bailey's, Captain Morgan, Chi Chis Margarita, Disaronno, Grey Goose, Hennessy, Jack Daniels, Jameson, Johnny Walker Black, Maker's Mark 90, McClelland Islay 80, Patron Silver, Tanqueray, Cabernet, Chardonnay, Malbec, Moscato, Pinot Grigio, Bud Light, Goose Island 312, Goose Island Green Line, Goose Island IPA, Stella Artois Cidre, Two Brothers Domaine Dupage, Bottled Water, Sodas, Fruit Juices

## BEER, WINE AND SODA PACKAGE\*

Cabernet, Chardonnay, Malbec, Moscato, Pinot Grigio, Bud Light, Goose Island 312, Goose Island Green Line, Goose Island IPA, Stella Artois Cidre, Two Brothers Domaine Dupage, Bottled Water, Sodas, Fruit Juices

## NON-ALCOHOLIC BAR PACKAGE\*

Bottled Water, Sodas, Fruit Juices

	PREMIUM BRANDS	STANDARD BRANDS	BEER, WINE, & SODA	NON-ALCOHOLIC	CASH BAR
50-150 people	\$27pp	\$23pp	\$19pp	\$14pp	\$14pp/min
151-250 people	\$26pp	\$22pp	\$18pp	\$13pp	\$14pp/min
251-350 people	\$25pp	\$21pp	\$17pp	\$12pp	\$14pp/min

## ALCOHOLIC & NON-ALCOHOLIC BEVERAGES

*As a licensed liquor provider, the Aurora Civic Center Authority is responsible for the administration of Illinois State Liquor Commission regulations. Therefore, it is a policy that alcoholic products from outside sources cannot be brought into any of ACCA's venues, and cannot be taken outside any of ACCA's venues. Also, ACCA will not allow non-alcoholic beverages to be brought into any of its venues unless prior approval is granted at the time a contract is executed; and, the client will be assessed a beverage fee based on the number of attendees and the number of hours of the event.*

*Modifications to bar packages (i.e. added champagne toasts, upgrades, etc) must be made at time of contract.*

# PREFERRED CATERERS



The Grand Gallery staff will work with you and any of our preferred caterers to find an appetizer, lunch or dinner package that suits your event needs.

## ENTICING CUISINE

Jason Stoffels, Executive Chef & Owner  
12 S. Water Street, Batavia, IL 60510  
(630) 761-0399  
enticingcuisine@sbcglobal.net  
www.enticingcuisine.com  
(Se habla español)  
• can also provide Latin American cuisine •

## MY CHEF CATERING

Susan Jacobs, Account Executive  
2722 Golfview Drive, Naperville, IL 60563  
(630) 717-1167  
sjacobs@mychef.com  
www.mychef.com

## CUISINE AMERICA CATERED EVENTS

Mary Catherine Walsh  
407 Bluff City Blvd, Elgin, IL 60120  
(847) 888-2288  
cuisineamerica@sbcglobal.net  
www.CuisineAmericaCatering.com  
(Se habla español)  
• can also provide Indian and Latin American cuisine •

## ANGELI'S CATERING

John Taylor  
1478 East Chicago Avenue, Naperville, IL 60540  
(630) 420-1122  
angelis3@sbcglobal.net  
www.angeliscatering.com  
• can also provide Indian and Latin American cuisine •

## REULAND FOOD SERVICE

Brigit Reuland, Catering Manager  
115 Oak Avenue, Aurora, IL 60506  
(630) 859-2877  
brigitreuland5@gmail.com  
www.reulandfoodservice.com  
• can also provide Kosher cuisine •

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## OUTSIDE CATERERS

- If absolutely necessary, outside caterers will be considered, but not all caterers will be approved.
- Any outside caterer must meet on-site with ACCA's Event Manager, prior to executing a contract between the client and the outside caterer.
- All documentation and meeting between ACCA and potential outside caterer must occur at least 6 months prior to the event.
- ACCA must approve any outside caterer in order for that caterer to service an event within any of ACCA's venues.
- Any outside caterer (which only includes catering companies or bona fide catering restaurants) must provide all applicable business, health, food handler's licenses, etc. as well as current liability insurance, which meets or exceeds terms required by ACCA.
- A \$500.00 fee must be paid at the time of approval.

# ADDITIONAL INFORMATION



In addition to the equipment and items included in your rental, we also provide tables and chairs for your guests, at no extra charge. Please let us know how many you will need (total quantity available listed below)

## EQUIPMENT AVAILABLE

60" Round Tables seating 8-10 guests	22	36" x 48" Tables seating 4 guests	16
48" Round Tables seating 6 guests	10	28" Highboy Tables (adjustable)	10
6'x 30" Rectangle Tables	13	Banquet Chairs	300
8'x 30" Rectangle Tables	2		

## ROOM CAPACITIES

	<u>Dinner Seating</u>	<u>Buffet Seating</u>	<u>Dinner Seating with Dance Floor</u>	<u>Buffet Seating with Dance Floor</u>	<u>Classroom Seating</u>	<u>Flow Party</u>
<b>GG Main Floor</b>	150	150	130	130	130	450
<b>GG Balcony</b>	150	150	150	150	N/A	100
<b>Paramount Stage</b>	200	180	150	130	200	250
<b>East Lobby</b>	40	40	N/A	N/A	50	85

	<u>Dimensions (Length x Width)</u>	<u>Square Footage</u>
<b>GG Main Floor</b>	52' x 64'	3,220sq ft
<b>GG Balcony</b>	E: 59' x 8' / S: 75' x 9' / W 59' x 13'	2,747sq ft
<b>Paramount Stage</b>	48' x 39'	1,872sq ft
<b>East Lobby</b>	24' x 28'	1,041sq ft

## PARKING

There are many public parking options in downtown Aurora. There is no time limit after 2p.m. on Saturdays, and no time limit on Sundays. City lot parking throughout downtown Aurora, 1-3 blocks from the Meyer Ballroom, is free all day Saturdays and Sundays. Local parking is available for a fee at the municipal garage located on the corner of Stolp Avenue and Downer Place, just one block south of the ballroom, or at the HCA self-park garage, located on Galena Blvd, just one block west of the ballroom.

Valet parking service can be arranged for most events. Cost is subject to the number of hours of the event, number of attendees and/or number of cars parked. Package pricing is available for complimentary valet service, or a guarantee for the number of cars parked can be arranged, if attendees pay individually for valet.

## ADDITIONAL SERVICES (AS APPLICABLE)

*All pricing subject to change.*

<b>Chair Covers</b>	\$3.50 per chair	<b>Add'l Hours of Rental</b>	\$350 per hour
<b>White Table Linens</b>	\$6.00 per linen	<b>Decorating Assistant</b>	(Pricing is event specific)
<b>Black Table Linens</b>	\$6.00 per linen	<b>Red Carpet</b>	100 (weather permitting)
<b>Outside Caterer Fee</b>	\$500	<b>Valet</b>	(Pricing is event specific)
<i>(see previous page)</i>		<b>Original Lobby for Cocktails</b>	\$250

## DEPOSIT & PAYMENT

A non-refundable deposit is required at the time of contract signing. We offer payment plans for remaining balance and are happy to work with you to find a solution that best fits your needs.



## AUDIO/VISUAL EQUIPMENT AND PODIUM

An IPOD style device can plug into the sound system for background music only. A CD player (not including CD's) and speaker system are available in the Grand Gallery for background music at no additional charge. Our Theatre Technical Director can assist you in renting basic sound systems/equipment, which includes basic soundboard, speakers, wireless microphones, (podium and one wired microphone included in room rental fee). Any additional audio/visual equipment needed can be ordered (subject to availability) by the ACCA with at 21 days advance notice.

## OVERTIME

An overtime venue rental fee of \$250.00 per hour plus labor costs will be added to the venue rental fee for every 30 minutes (or portion of) an event lasts beyond the contracted duration of the event. This means all equipment, gifts, wardrobe, etc including all of the client's staff, agents, subcontractors, vendors, and guests must be out of the facility within the contracted duration of time for the event.

## SCHEDULE OF PAYMENT

Half of the venue rental fee is due with the signing of the Rental Agreement Contract. The remainder of the venue rental fee and fees for other goods and services are due according to the schedule in the Rental Agreement Contract. Please be sure that you make arrangements to pay unforeseen or additional charges at the end of your event. The balance of funds, if any, is due and payable upon receipt of service. Payment is in the form of a check or cash payments. Checks should be made out to Aurora Civic Center Authority or Paramount Theatre.

## SPECIAL ELECTRICAL REQUIREMENTS

20 amp outlets are available throughout our facility. If additional electrical needs are necessary, they will be priced accordingly and will be subject to approval by our Director of Operations.

## FIRE MARSHAL

An Aurora Fire Marshal is available at the rate of \$65.00 per hour plus a 30% administrative fee. There is a 4 hour minimum. The fire marshal is required to be present at any event that employs extreme use of fog, haze, or open flame (votive candles excluded) for special events.

## SPECIAL CLEANING

Should your event require cleaning staff over and above the standard service offered, an additional fee will be charged.

## VOTIVE CANDLES

ACCA does not allow wax candles, unenclosed in glass, to be used in the Grand Gallery or Lobby areas. Votive candles with enclosed wicks may be used instead. Other forms of candle illumination, that enclose the flame, may be used upon approval by ACCA (at least 10 days prior to the event).



*Please read the following information carefully. Failure to do so may result in additional expenses for your event. We love our Paramount Theatre and Grand Gallery and we want to make sure that they will remain a beautiful venue that will provide unforgettable memories to all who attend events here for many years to come.*

**NO** nails, tacks or adhesive of any kind may be used on any surface of the Grand Gallery. No sparklers or pyrotechnics are allowed anywhere on the premises.

**IN ORDER TO PROTECT OUR FACILITY** nothing can be hung from chandeliers or other fixtures in the NIC Atrium.

**WE DO ENCOURAGE** the use of easels and other creative ways to market or display your event, products, and logos or company name.

**CANDLES** or other illumination must be globed and approved by the management prior to the function.

**ENTERTAINMENT** Any entertainment in the Grand Gallery must be approved by ACCA and adhere to ACCA regulations which include, but are not limited to, load-in, set-up, take-down, and load-out; and, must maintain a reasonable sound level and may be monitored and lowered at the discretion of management.

**DELIVERIES** We must be informed of all vendors' delivery times. This allows us to set a schedule and oversee all deliveries, which avoids possible delays for the start of your event.

**RENTALS** Any rental items you have ordered and scheduled for delivery to the ACCA must be accepted by you or a representative of your organization. We can only accept and sign for deliveries arranged by or cleared through the ACCA. All rental items must be delivered and picked up within the contracted event times, or at a time and date approved by the Grand Gallery Event Manager.

**LOADING AREAS** The loading dock is used for loading and unloading only. The loading dock may be used only if available, with requests being made 21 days in advance. Parking for caterers can possibly be arranged through the Grand Gallery Event Manager, and must be done at least one week in advance of the event.

**EVENT PLANNER** The Grand Gallery Event Manager is not available as an event planner, but will assist a client's event planner with logistical issues pertaining to the Grand Gallery, which will help make the client's event run as smoothly as possible. If the client's event planner will not be on site, or needs to leave the event before its conclusion, the client must provide an assistant to work with the Grand Gallery Event Manager.

**SOMETIMES** we can allow items from an event to be picked up the following morning; however, we cannot assume responsibility for these items. If additional time is needed, arrangements must be made prior to the day of your event with the Grand Gallery Event Manager.

**Thank you for choosing the Paramount Theatre's Grand Gallery for your event.**