

# Copernicus center

**A not-for-profit community and cultural resource serving  
metropolitan Chicago arts, education and entertainment.**

*Operated by Copernicus Foundation – 501c(3)*



5216 W. Lawrence Avenue, Chicago, IL 60630

773.777.8898 ext 102 or 103

[www.CopernicusCenter.org](http://www.CopernicusCenter.org)

## **Annex Rental Informational Kit**

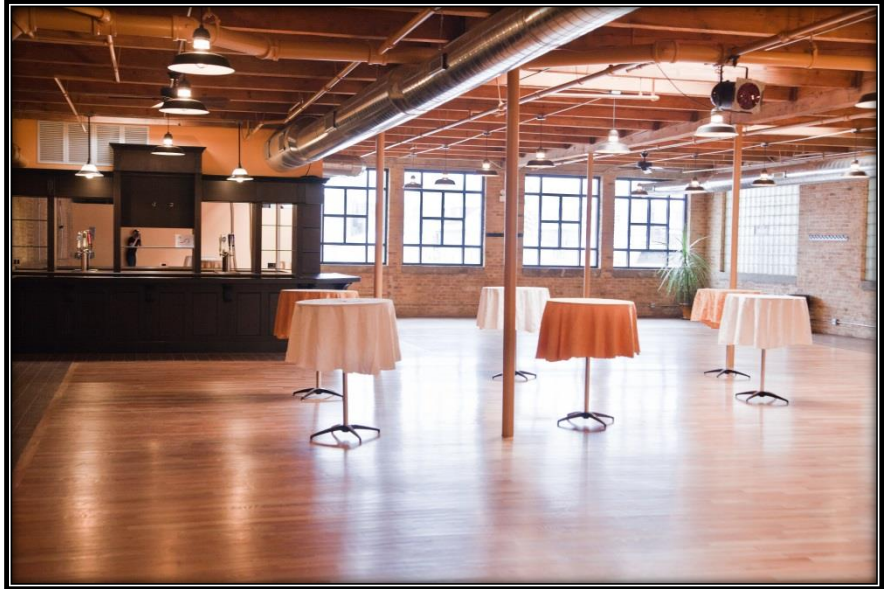
**... with Lobby Included**

## Annex

The Annex is the newest addition to the Copernicus Center, boasting a modern loft look with hardwood floors, exposed brick walls and a natural wood beam ceiling spotted with skylights.

The Annex is equipped with a bar, restrooms and small kitchen. The room is on the east side of the building and is accessible via a separate entrance.

Parking is also separate and available in the lot across the street or the Main Lot.



The room features a long solid wood bar as well as long solid wood bar rail.

A small catering kitchen adjoins the room as well as a prep area for caterers.

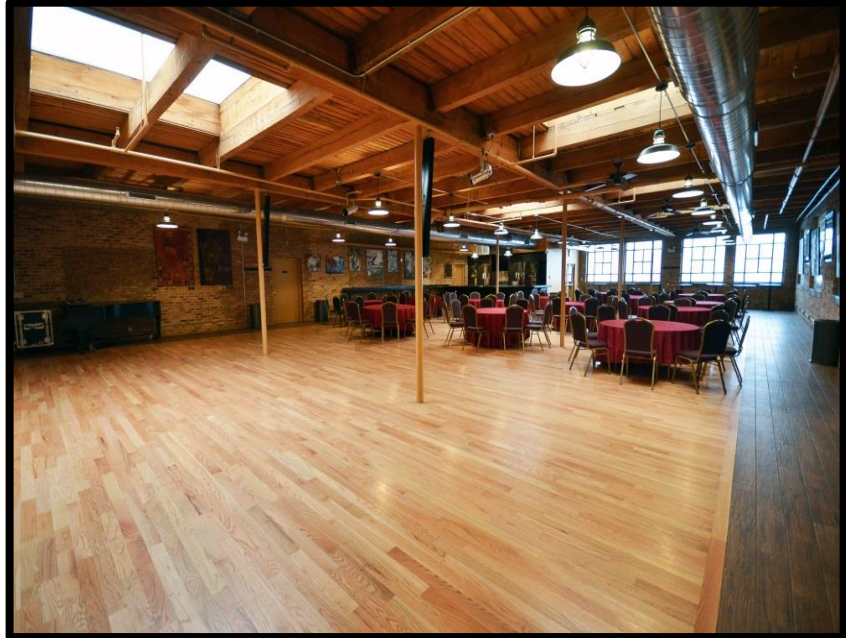
**Bar packages are offer as follows:**

→ cash bar → open bar → running tab

We do not allow outside beverages into the building in compliance with City ordinances.

The Annex can be configured in a number of ways to provide a cocktail area, dining area and dance floor.

**Two dressing rooms** are available to the bridal party for changing and preparation.





## Tables Available

- Round Tables (5' dia.)
- Rectangle Tables (6' x 2.5 )
- Bistro High Top 30" round ( require a table cloth )
- Bistro High Top 24" round

## Chairs

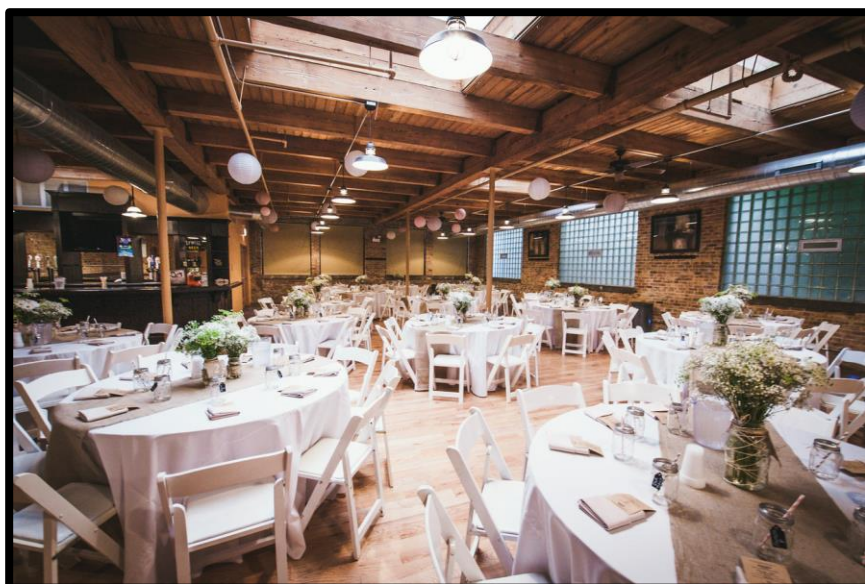
- Padded
- Folding

## Lighting

- 3 rows of lights
- Independently dimmable rows

## Fans

- 3 rows of fans
- speed controlled



## Links for More

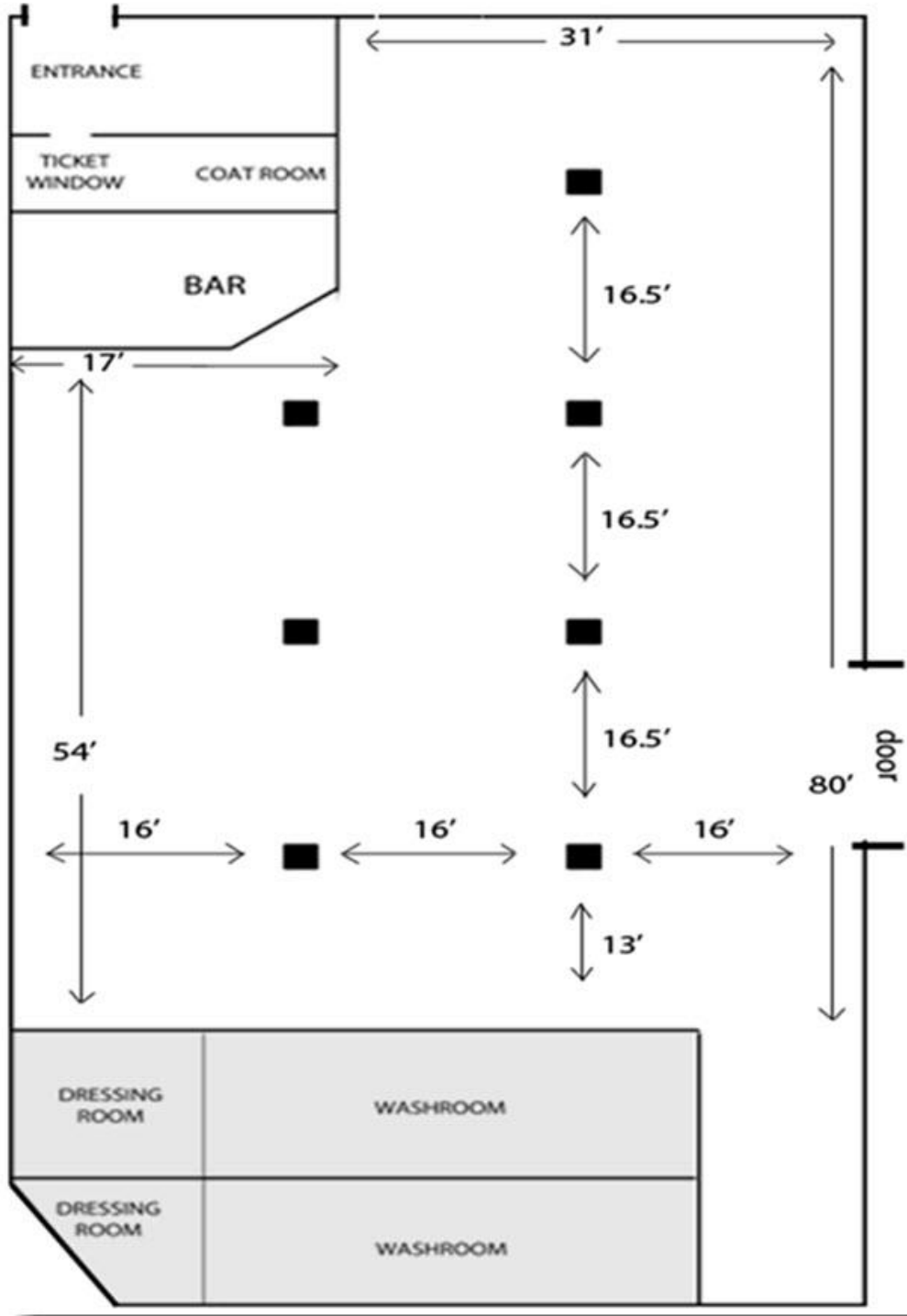
- ▶ More Venue Pictures: <http://copernicuscenter.smugmug.com/Venues>
- ▶ Annex Virtual Tour: [CLICK HERE](#) → takes 30 seconds to load in Google – please wait
- ▶ FAQ Page: <http://copernicuscenter.org/faq-venue-rental/>
- ▶ Submit a Quote Request: <http://copernicuscenter.org/request-for-quote/>

## Capacity

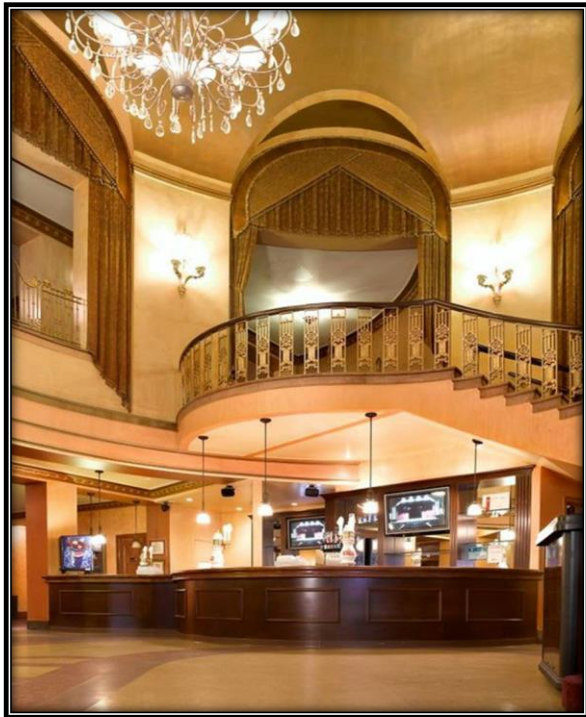
- seated w/ dance floor  
approx. 125 guests
- seated w/o dance floor  
approx. 150 guests
- chairs (seminar style)  
250 guests



**ANNEX LAYOUT**



## Theater Lobby

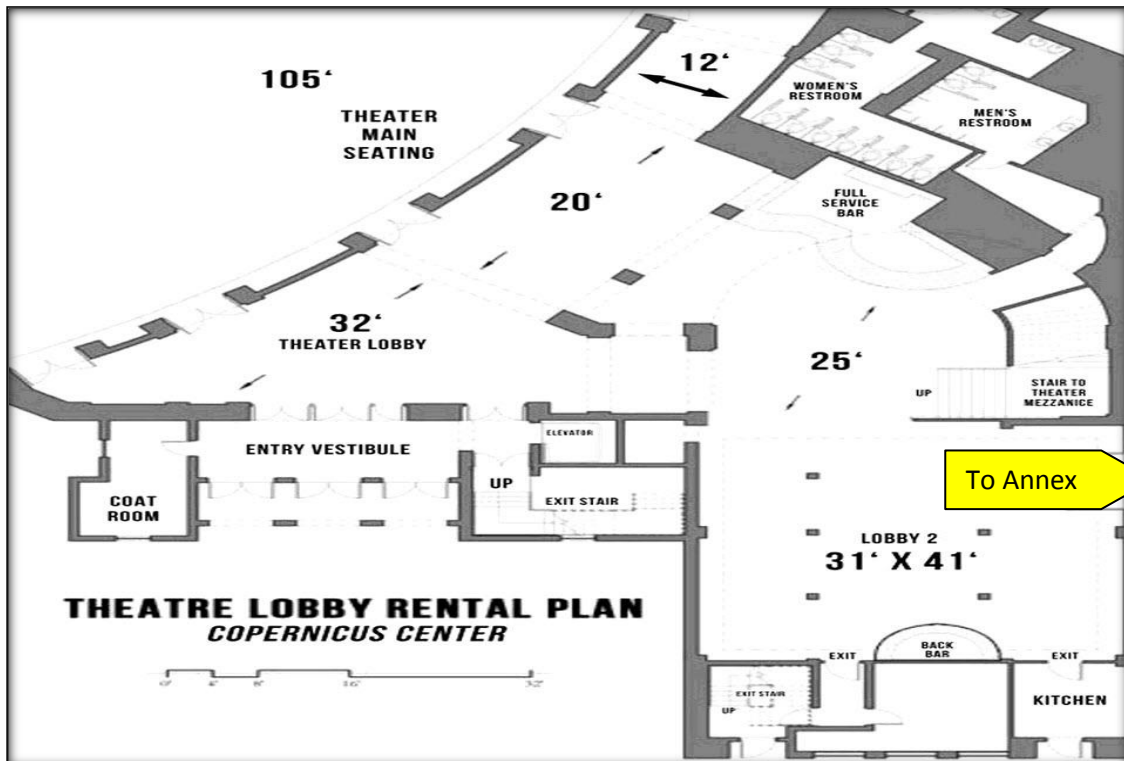


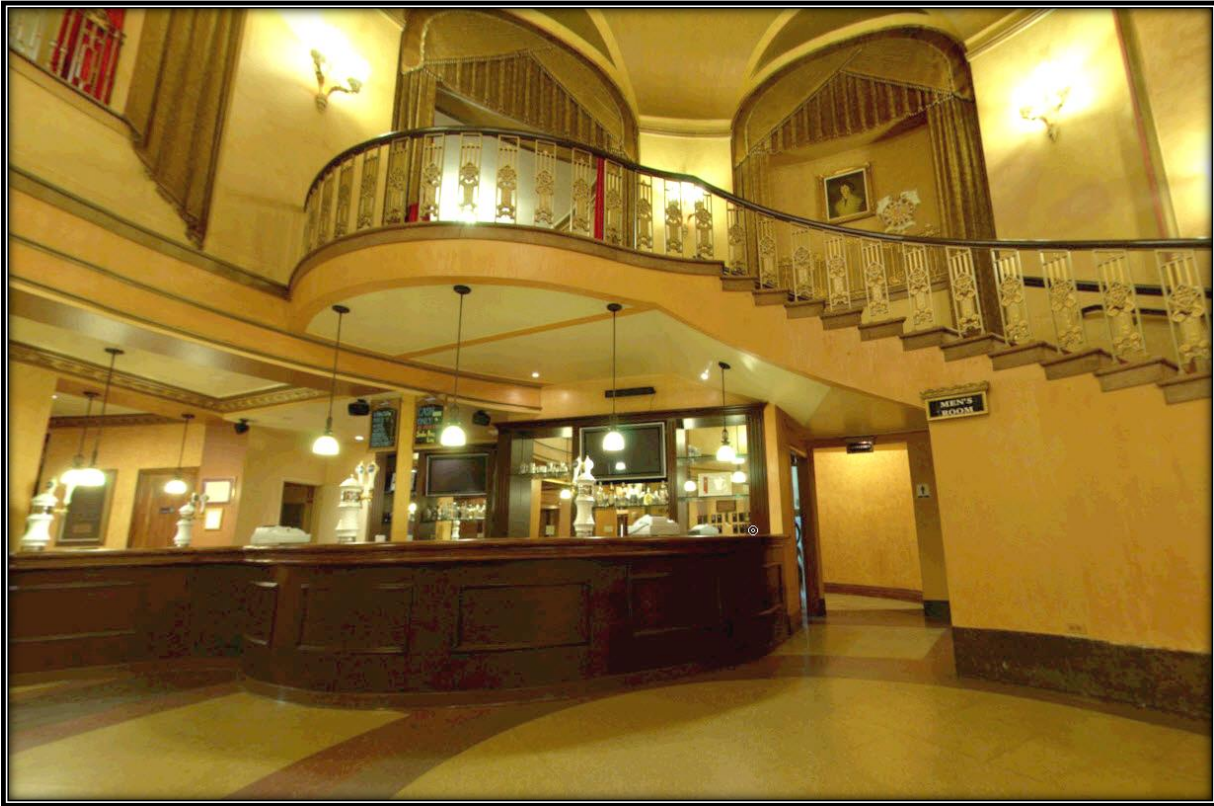
The lobby is classic and beautiful, with two full bars and a gorgeous curved, double L staircase with 1930's marble balustrade and stately chandelier.

The South Lobby adjoins and connects the Theater Lobby to the Annex.



The lobby can be rented separately with the Annex for special events. Chair and table set-up is your choice.



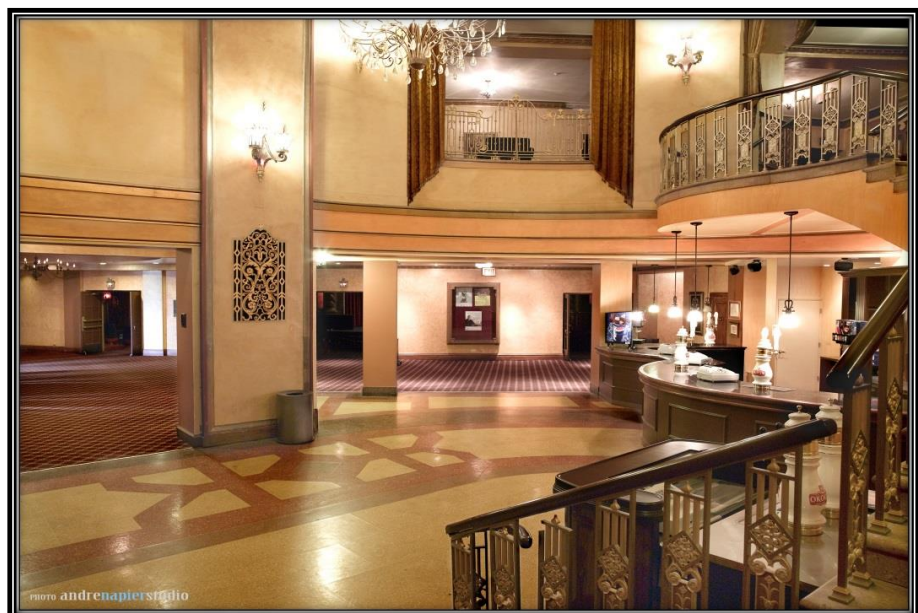


**Lobby Capacity:** Approx. 350 standing

→ The lobby is only available for rent when the theater is not in use. ←  
Note: sound packages, theater equipment and additional services are available

Our balcony landing and staircase make ideal backdrops for the perfect:

- wedding site
- grand entrance
- bridal party pictures

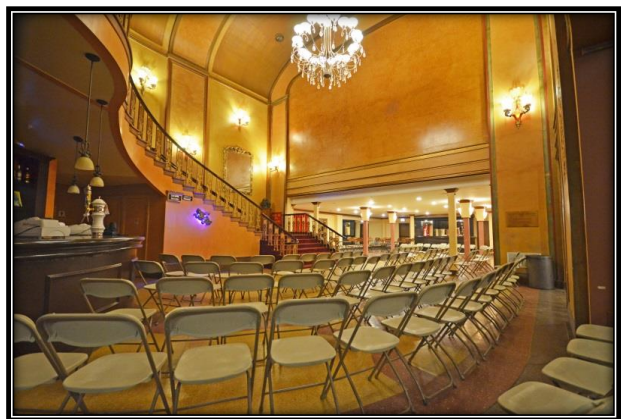




The lobby lends itself to a number of different configurations to take advantage of the Grand Staircase



*The romance of the 1930's shines through !*



## Annex Options, Fees & Capacity

- Capacities are based on comfortable room layouts which have been tested and recommended.
- Rates below are based on six (6) hour time blocks
- The Mezzanine is available for rent with the Lobby
- Fees effective July 1, 2014 and subject to change without prior notice.

Venue	Lobby	Annex
<b>Low Season</b>	3 hr	6 hr
Monday - Thursday	\$350*	\$750
Friday	\$500*	\$750
Saturday	\$500*	\$900
Sunday	\$500*	\$750
<b>High Season</b> Sep 15 -Dec 15 Mar 15 <sup>th</sup> – Jun 15 <sup>th</sup>		
Monday - Thursday	\$500*	\$900
Friday	\$650*	\$900*
Saturday	\$650*	\$1050*
Sunday	\$650*	\$900*
<b>Capacity</b>		
Seated Dinner	176	176
Dinner w/ Dance Floor	128	120
Theater Style	100	200
Board Room U Shape		
Seminar / Bingo / Class	99	230
Standing / Cocktail	300	280

\* Rooms may not be available if theater is in use

Rental Equipment		
Items	\$ Per Item	Stock Qty
<b>Tables</b>		
Small table (4'x2')	\$3	1
Round Banquet table (5' x 30.5 ")	\$3	25
Rectangle Banquet Table (6' x 30")	\$3	48
Rectangle Classroom Table (6'x 18")	\$3	30
Bistro High Top (30" x 41 ")	\$3	17
Bistro High Top (24" x 41")	\$3	7
Beer Garden Table Set (1 table, 4 chairs)	\$15	6
<b>Tablecloths</b>		
Tablecloth, Burgundy (108")	\$5	25
Tablecloth, Black (108")	\$5	25
Tablecloth, Retro Burgundy (66")	\$4	7
Tablecloth, Retro Burgundy (86")	\$4	3
Tablecloth, Retro Burgundy (98"x55")	\$4	4
Tablecloth, Retro Gold (66")	\$4	9
Tablecloth, Retro Gold (86")	\$4	2
Tablecloth, Retro Brown (66")	\$4	1
Tablecloth, Retro Brown (86")	\$4	2
Tablecloth, Retro Red (66")	\$4	1
Tablecloth, Retro White (66")	\$4	5
Tablecloth, Retro White (86")	\$4	2
<b>Chairs</b>		
Red Chair (17.5" x 32" - must be covered)	\$1	100
Maroon/Gold Pattern Chair (18"/37.5")	\$3	98
Blue/Gold Pattern Chair (18" x 37.5")	\$3	30
Black Vinyl Chair (17.5" & 32")	\$2	50
Brown Vinyl/Black Frame (17.5"x 32")	\$2	92
Folding Chairs (Grey)	\$1	196

Lighting & Sound Equipment		
Light & Sound equipment available via third party in house providers See details on Theater page: <a href="http://copernicuscenter.org/facilities-theater/">http://copernicuscenter.org/facilities-theater/</a>		
Miscellaneous Equipment	\$ per	Stock Qty
Projector Screen	\$25	1
Projector (tabletop: instructions, set up disc, remote, vga & usb cable)	\$50	1
Side Projector Screens, Theater	\$150	1 set
Theater Risers ( 4'x8' & 16" high)	\$50	4
Annex Risers ( 6'x8' & 8" high)	\$50	4
Walkie Talkie	\$20	24
Extension Cords ( for sale only )	\$10	
Speakers (2) wired mic (1)	\$100	1 set
Annex Speakers (2) mic (1)	\$100	1 set
Podium	\$20	2
Pipe & Drape (on stage)	\$15	4
Dividers (10'wx8'h)	\$15	4
Merchandise Hangers	\$10	3
Gaffer Tape (180 ft)	\$25	varies

Staff	Per Hour
Additional Supervisor	\$40
Bartender	\$20
Busser	\$20
Parking Attendant	\$20
Usher	\$15

Other Fees		
Food Clean-up fee: Annex & Lobby Hall	\$125	
General Liability Insurance (if own not provided)	< 1000 ppl	\$300
	> 1000 ppl	\$400

**NOTE: The Copernicus Center welcomes outside catering. See link: <http://copernicuscenter.org/catering/>**

## Cash Bar Pricing

Beer Domestic	\$ 6	Soda / Water	\$ 2
Imported	\$ 7	Coffee / Tea	\$ 2
Chardonnay, Merlot, Cabernet	\$ 6	Chips / Candy	\$ 1
Mixed Drinks - Well	\$ 7		
Mixed Drinks - Top Shelf	\$ 8		



## Open Bar Pricing

*We proudly present a cost-efficient alternative to “cash bar” or “running a tab” for the more lively party crowd or family members*

- All Prices are listed at a **“per person” rate** – min 25 guests
- 1 Bartender provided up to 100 guests. 2 bartender for over 100 guests. 1 additional bartender for every 50 guests.
- Open Bar is available at any bar in the rooms rented for the duration of your event

Open Bar Packages			
Number of hours of open bar	Soda Beer & Wine	Soda, Beer & Wine & Well Drinks	Soda, Beer & Wine & Call Drinks
1 hour	\$ 10	\$ 14	\$ 15.50
2 hours	\$ 14	\$ 18	\$ 19.50
3 hours	\$ 16	\$ 20	\$ 21.50
4 hours	\$ 18	\$ 22	\$ 23.50



## **BOOKING POLICIES**

### **Securing a Date**

The Copernicus Center will be glad to note your requested dates; however, **an event date is not confirmed** or recorded into the calendar until we have received a signed Rental Agreement and **non-refundable deposit**. We will make every attempt to contact those that have expressed an interest in particular dates but we cannot be held responsible if another party requests the same date, and submits an executed Rental Agreement and the required non-refundable deposit. Until the signed Rental Agreement, and non-refundable deposit are received and accepted your date is vulnerable!!

We require a non-refundable deposit for all of our events and a balance paid one week before the event. Any additional event costs must be paid in full by at least one business day before the day of your event. The Copernicus Center reserves the right to cancel the event if full payment has not been received.

The use of our venue may be denied to any individual, group, organization, or event that does not represent the best interests of Copernicus Foundation. Such decisions will be made at our sole discretion.

## **EVENT POLICIES**

### **Services**

The Copernicus Center has its **own beverage facilities** and staff and liquor license. You have the option of a cash bar or an "open" bar charged to you (packages available). **No outside beverages** or alcohol are permitted either for sale or distribution unless agreed upon in writing.

Only designated Copernicus Center staff may serve or handle alcoholic beverages.

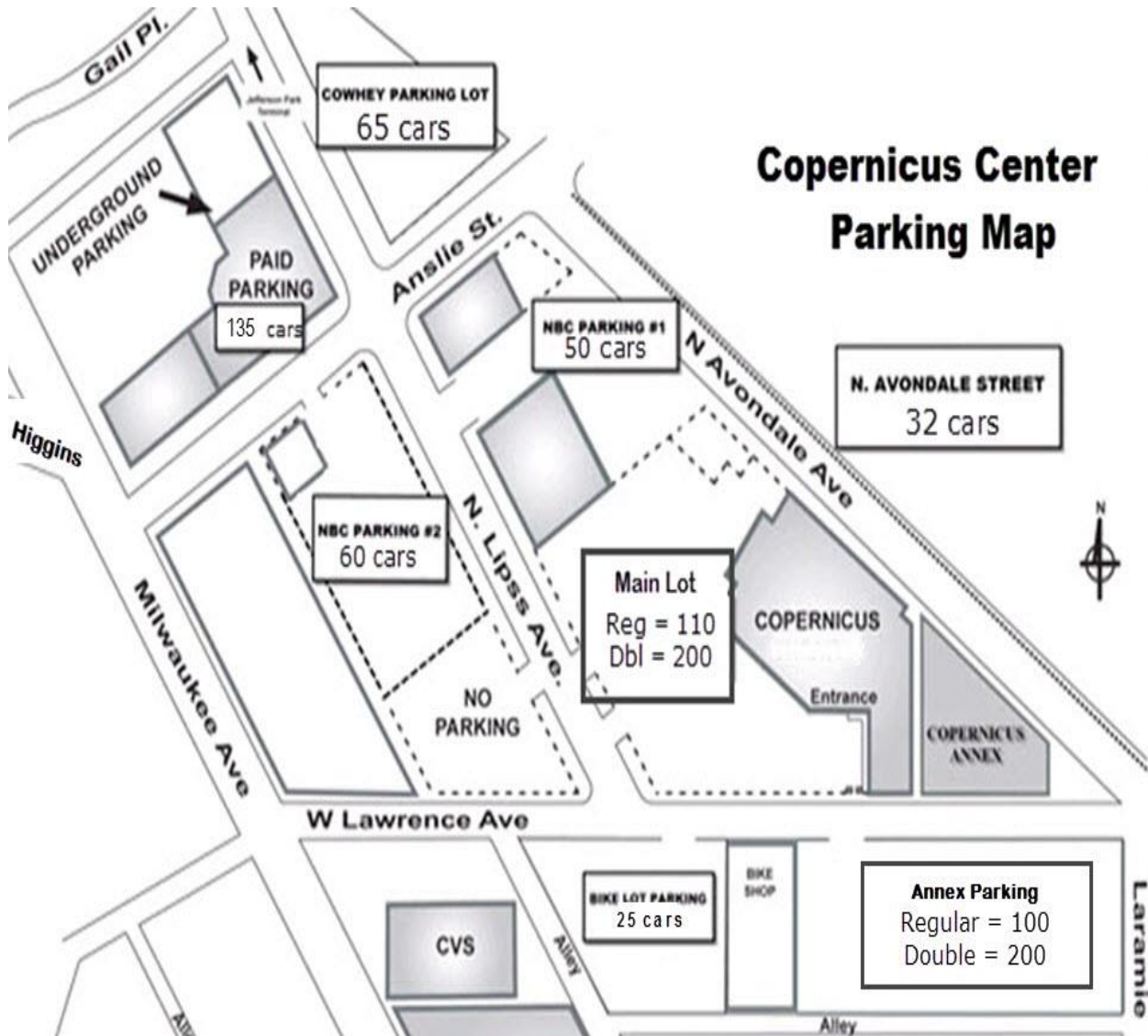
### **Access to the Venue**

Normal rental segments are in six hour blocks. If you require access to the venue before or after the time block you have specified you will be charged a small hourly charge for staff to give you access.

## Parking Options

The Copernicus Center parking lot is reserved for the Center's patrons and your guests. Please check with your Event Coordinator as to which lot will be available to your event.

Parking arrangements for service vehicles such as catering and delivery trucks must be made in advance with the Event Coordinator.





## **Room Set-Up**

All deliveries must be coordinated with The Copernicus Center's Event Coordinator. Placement and location of all furniture, including but not limited to chairs and tables for check-in, merchandise sales, buffets/food stations, silent auction items, etc. must be approved in advance. No tent structures or other structures may be placed outside the venue without prior approval.

The Copernicus Center assumes no responsibility for damage to or loss of any merchandise or articles left in the venue before, during, or following your event.

## **Subcontractors and Vendors (Catering, Decorating, Entertainment)**

You will be required to provide names, addresses, and contact information for any and all subcontractors and/or vendors you intend to use for your event and obtain approval for use of such subcontractors and/or vendors from The Copernicus Center before they will be allowed to perform services or provide and install equipment. Each subcontractor will be required to provide proof of insurance and proof of Workman's Comp. insurance.

## **Decorations**

Placement and location of all decorations must be approved by The Copernicus Center. No open flame devices are allowed in the venue at any time. The use of candles is prohibited. No banners or poster may be tied, taped or attached to any part of the building. Please, no balloons!

## **Catering**

Food service catering for your event must be approved in advance by The Copernicus Center. No propane, butane or other pressurized tanks are permitted inside the building. Sterno and electrical equipment such as convection ovens may be used in our catering room and other designated areas of the venue, with prior approval. No rental equipment may be left overnight without prior approval. Absolutely no food in the theater!

► **Caterers recommended by past patrons can be found at this [LINK](#).**



## Smoking

Smoking is not prohibited in the building. Smoking urns are located outside the main entrance.

## Compliance with Local Laws

At all times when The Copernicus Center open to the public, all exit doors must be unlocked, and access to exit doors must be unobstructed. The Copernicus Center reserves the right to deny service of alcohol to any guest we feel may cause harm to himself/herself or others or damage to the venue or for any other reason. The Copernicus Center reserves the right to deny admittance to any guest reasonably suspected by security staff to be intoxicated or for any other reason.

The Copernicus Center reserves the right to eject any guest if it can be reasonably determined that guest might cause harm to himself/herself or others or damage to the venue or for any other reason.

The following actions typically result in eviction from the venue:

- ✓ Offensive, profane or threatening language to other guests
- ✓ Public drunkenness
- ✓ Fighting or threatening to fight

The decision to eject a patron shall be made by Center staff or Copernicus security personnel.

Security, at its sole discretion, may conduct visual inspections of all guests entering the facility. Required security staff numbers may vary depending upon the projected attendance, type of event and previous event history. All space users will be required to hire the appropriate amount of security to maintain safety and order.

Only approved security personnel may be hired to work at the Copernicus Center.