



Hutchinson Commons Special Events: Guidelines & Policies (3/2022)

Reservation Policies

- Special Events are defined as individual private events that are not part of the University's official business. This included weddings, baby showers, and private dinner/receptions.
- Special events may only be scheduled July 1 – August 31 and are subject to availability.
- All events must take place within Reynolds Club building hours, no exceptions:
 - **Monday – Friday:** 8am-12am
 - **Saturday:** 10am-12am
 - **Sunday:** CLOSED
- Requests for space can be submitted online using Virtual EMS at <http://reserve.uchicago.edu>. Inquiries regarding availability can be made by clicking the "Browse for Space" option. You may also call us 773-834-0858 or email us at studentcenters.sched@gmail.com.
- Space requests are accepted up to one year in advance. Please allow (7) business days for processing.
- When reserving an outdoor location, an indoor location must also be reserved in case of inclement weather.

Deposits & Information

- Payment of 50% your room fee and a signed contract are due within (14) business days of receipt of your reservation. Your reservation will be cancelled after (14) business days if your payment is not received.
- For reservations made within (30) business days of your event, payment of your room fee, a signed contract, and **all** event details are due within (3) business days of making the reservation.
- The remaining 50% of your room fee and all remaining charges incurred in addition to your room fee are due not later than (15) business days prior to your event.
 - **Credit Cards:** We accept Visa, MasterCard, and American Express. Please provide your reservation number and date of event and forward confirmation of payment to your event coordinator via email. To make a credit card payment, please pay online at <http://eventservices.uchicago.edu/content/online-payment>.
 - **Checks:** Checks should be made out to "The University of Chicago" and should reference your invoice number in the memo line. Checks may be mailed to the attention of your event coordinator at 1212 E. 59th Street, Chicago, IL 60637
- All special events are required to procure TULIP Event Insurance and provide copies to your event coordinator. Further details available upon completion of a signed contract.



COVID-19 Policies

- All events are subject to University, city, and state COVID guidelines and policies. These may change rapidly based on conditions. Your event planner will walk you through the most current policies as you plan your event. This includes (but is not limited to) campus guidelines on: in-person event approvals, masking, room density & capacity, consumption of food & beverage, and vaccination checks.
- Any cancellation of an event forced by University policy will result in a refund of your deposit and/or package price. Additional rental refunds will be provided in the fullest amount possible. Some of our rental vendors have different COVID and cancellation clauses that we would be subject to – when possible, we will work get them reduced or waived per the terms of our rental agreement.
- Cancellation of an event due to COVID within your group but not due to University policy will be subject our standard cancellation policy, which follows in the next section.

Cancellation Policy

- Cancellation fees are scaled by the amount of days prior to the event that we receive cancellation:

Days Prior to Event	Cancellation Fee
60-30 Days	50% of total charges
29-15 Days	75% of total charges
14 days or less	100% of total charges

Reynolds Club Room Packages

Event Space	Room “As-Is”	Room with Existing Furniture Rearranged	Empty Room
Hutchinson Commons*	\$3,000.00	\$4,000.00	\$5,000.00
Hutchinson Courtyard**	\$1,500.00	-	-
Marketplace	\$1,000.00	\$1,500.00	\$2,000.00
McCormick-Tribune Lounge	\$1,500.00	\$2,000.00	\$3,000.00
South Lounge	\$1,000.00	\$1,500.00	-
<i>* Hutchinson Commons is only available starting at 3pm Monday-Friday</i>			
<i>**A rain location is required for all courtyard bookings. Courtyard charge is \$1,000 when booked in conjunction with another event space.</i>			



Ceremony/Cocktail Hour Packages

- **Hutchinson Courtyard** for a ceremony or cocktail hour with the McCormick Tribune Lounge as a rain location: Accommodates up to 250 people.
- **The Marketplace:** for a cocktail hour accommodates up to 50 people.
- **The McCormick-Tribune Lounge:** for a ceremony accommodates up to 100 people; for a standing cocktail hour accommodates up to 125.

Wedding Party Packages

- **The South Lounge:** for a wedding party room (i.e. personal item storage, private location for the married couple, family or wedding party to congregate) accommodates up to 30 people.

Dinner/Reception Packages

- **Hutchinson Commons** for a dinner/reception accommodates between 150-250 people, depending on setup and needs within the space. The Commons also includes use of the attached Servery for catering prep. The package includes a dining manager to oversee caterer use of the Servery. See the “Catering Information” section for more details.

All Event Packages Include

- The room(s), with or without furniture per the package selected.
- Day-of building staff
- Custodial service scheduled throughout the duration of your event
- The use of the space for up to 10 hours, inclusive of your access to the space for setup and deliveries. There is a minimum requirement of 1 hour before and 1 hour after your event and must be within building hours.

Additional Fees that May Apply

- **Additional Furniture:** Furniture needed outside of the packages above will incur additional charges. The charge for additional tables is \$10/table and \$4/chair. This pricing may adjust due to requests for specialty furniture.
- **Linen:** We do not provide linen for any package. You may elect to have your caterer provide linen, provide your own, or your event coordinator may manage rental for you at additional charge (Cost + 20%). Please discuss your plans with your event coordinator.
- **Event Set-up Change Fee:** Fee applies when changes are made to the room set-up less than three (3) business days from the event; the fee is \$150.

Audio/Visual Equipment



- Should you desire us to coordinate your A/V needs, all expenses are *a la carte*, as none of our venues have built-in A/V capabilities. Our in-house inventory and price structure is below.
- Audio/Visual Equipment must be returned in the condition that it was received in; damages will be charged to your organization.
- All requests for Audio/Visual Equipment should come at least (2) business days in advance of your event. Equipment is available on a first-come, first served basis.
- Most Audio/Visual Equipment comes without a technician; set-up and take down will be done by Student Centers staff and they will teach you how to use it at your event check-in.
- For larger events that require more robust equipment, we must rent from a third-party partner and hire an on-site technician – this technician is responsible for setting, managing, and breaking down equipment for your event.

A/V Equipment In-House Inventory	Price
DVD/CD/VCR Player	\$50.00
Jack Activation	\$50.00
LCD Projector	\$310.00
Mic - Handheld Wired	\$25.00
Outside Rentals	Cost + 20%
Screen (6' or 8')	\$20.00
Sound Sys.-Standard	\$100.00
Sound System – Portable Bluetooth	\$75.00
Audio Visual Staffing	Price
A/V Technician	\$325 (Half Day)/\$650 (Full Day)

Additional Notes

- Hutchinson Commons, McCormick-Tribune Lounge*, and South Lounge* all have air-conditioning systems in place (* = window unit). The Marketplace and the Courtyard do not – fans may be available for rental, if you require them.
- Reynolds Club is open to the public and is home to two campus dining locations; it is likely that other activity will be occurring in the building at the same time as your event. Please be assured that every effort will be made to avoid interference between simultaneous events.

Catering & Food Policies

The Reynolds Club is located at 5705 S. University Avenue on the corner of 57th and University. There is not a loading dock available for use.



- **Load-in/Load-out:** Caterers cannot use the building's loading docks to load or unload equipment – exceptions can be made for caterers using the Hutchinson Commons Servery with advance approval from the Student Centers and UChicago Dining. Service and personal vehicles must park on the street. Please note that the lift at the 57th Street Entrance is an ADA-compliant wheelchair and accessibility lift and should not be used to load-in equipment.
- **Prep Space:** The Hutchinson Commons Servery is available for use at special events as a catering prep location. There is access to water only, but not to ice, refrigerators freezers, or cooking equipment. Power is available for your equipment but should be discussed in advance to ensure we have the appropriate amount of circuits available for your use. Any additional tables or equipment needed should be requested in advance or brought in directly by the caterer. Caterers should be prepared lay down coverage over carpet, if instructed by the event coordinator.
- **Storage:** All rental deliveries must be approved by Student Centers staff. There is limited storage space for rentals and equipment.
- Homemade food is not permitted, with the exception of potluck events. Potlucks are undertaken at your own risk and must not have any cost associated with them to participate. All potlucks must be approved by Student Centers staff.
- The Student Centers do not have an in-house catering service. Your event coordinator will provide a list of caterers who have worked successfully in our building on numerous occasions upon request.
 - All caterers delivering to the University of Chicago campus or serving food onsite at an event must provide a certificate of insurance showing proof of (1) general liability insurance in the amount of \$1,000,000 and workers' compensation coverage. General liability coverage of caterers who provide and/or serve alcoholic beverages should indicate that alcoholic beverages are included in the coverage.
- Caterer's rental orders must be approved by your event coordinator in advance.

Alcoholic Beverages

- You must submit an Alcohol Approval Form to the Student Centers no less than (14) business days before your event. Events in which the majority of attendees are undergraduate students or under the age of 21 will not be granted approval.
- No alcoholic beverages may be sold unless all appropriate required liquor licenses are secured prior to the event and approved by the Student Centers.
- No persons under the age of 21 may be served or allowed to drink alcoholic beverages. Self-serve alcohol is not permitted.
- All events held in the Student Centers must conform to the University of Chicago alcohol policy: <http://studentmanual.uchicago.edu/alcohol>



- Groups must abide by all applicable laws, regulations, and rules, including state and local liquor laws.
- Failure to comply with these rules may result in the immediate shutdown of your event.

Terms

- Taping, tacking, nailing, etc. of objects to the walls, fixtures, etc. is prohibited in the Student Centers, except for at designated bulletin boards. An easel or sign holder may be requested to accommodate this need.
- The Student Centers and the University of Chicago expressly reserve the right to limit use of their name, logo, and/or affiliation by groups renting the facilities. Groups must submit any and all materials that use the Student Centers or the University of Chicago name no later than three (3) weeks prior to the event.
- Smoking is not permitted inside of the facility. Clients are responsible for enforcing this policy with their guests.
- Guests will confine themselves to the rented area and restrooms and will not interfere in any way with the events of other clients.
- Groups causing damage to any space, its fixture or furnishings will be billed accordingly.
- The Student Centers may refuse future rentals to individuals or groups who caused a disturbance or failed to adhere to the provided guidelines and policies.
- The Student Centers will not assume any responsibility of the damage or loss of article or merchandise left in any of our venues prior to, during, or after an event.
- The sponsoring organization and its representatives are responsible for all charges and for any damage to the property, its furnishings, and to any articles rented from the Student Centers.