



Victoria Operating Company, LLC • 205 West Goethe, Chicago, Illinois 60610 • 312.440.9191

## **VENUE POLICIES PRIVATE EVENT**

*The Vic Theatre is a unique, full-service event facility. When you rent our space for your event, our production equipment, furniture and beverage facilities are included, and production staff and security services are part of the overall package. In an effort to help you plan and execute a safe and successful event, please refer to the following policies in your planning stages. We are happy to assist you in any way we can.*

### **BOOKING POLICIES**

#### **Securing a Date**

Upon request, The Vic Theatre will be happy to hold your requested dates; however, an event date is not confirmed until we have received a signed Rental Agreement and non-refundable deposit. If another party requests the same date, you may be required to execute a Rental Agreement and submit the required non-refundable deposit within 48 hours of notification in order to secure the date. If the signed Rental Agreement and non-refundable deposit are not received, the date may be released without further notification. All deposits and payments are non-refundable.

For all events, we require a non-refundable deposit, and a second payment is due 30 to 90 days prior to the event. All projected event costs must be paid up in full at least one business day before the day of your event. The Vic Theatre reserves the right to cancel the event if payment has not been received. All rental rates and charges due to The Vic Theatre are payable upon demand, and a monthly finance charge may be added to any balance outstanding over 30 days, until the balance is fully paid.

The Vic Theatre reserves the right to require a deposit to cover all estimated expenses including, but not limited to rent and labor.

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

#### **Not for Profit**

Any organization seeking to use The Vic Theatre for an event involving fundraising must be qualified as a not-for-profit, tax-exempt organization under Section 501(c)(3) or other sections of the Internal Revenue Code. A copy of the Internal Revenue determination letter must be provided to us at the time the contract is signed.

### **EVENT POLICIES**

#### **Service of Alcoholic Beverages at a Private Event**

The Vic Theatre has our own beverage facilities and staff, as well as our own beverage inventory and liquor license. For your event, you have the option of including a cash bar or a hosted bar. Hosted beverage packages are available through The Vic Theatre only, and costs vary depending upon the

length of time and products included. Our beverage policy follows the standards set by the Illinois Liquor Commission.

Although we do not require that alcoholic beverages be served at your event, we do require a minimum of beverage sales, be they non-alcoholic, alcoholic or a combination of the two.

A corkage fee will be charged for special liquor orders, and a re-stocking fee may also be charged.

For hosted/open bar events, you will be held to the minimum guarantee set forth in the Rental Agreement.

Only designated The Vic Theatre staff may serve or handle alcoholic beverages.

An extra charge may be assessed for ice luges, ice sculpture removal, martini bars, special drink recipes and/or passed- beverage greetings.

## **BUILDING POLICIES**

### **Access to the Venue**

The Vic Theatre will be open to you at 10:00 a.m. on the day of your event. If you require access to the venue before 10:00 a.m. on the day of the event, you may be charged an early access fee.

### **Venue Curfew**

- Standard curfew for private events is 11:00 p.m. However, in special circumstances, curfew may be extended.
- We reserve the right to require an earlier ending time. All event times should be worked out in advance of executing a rental agreement.

### **Venue Capacities**

Maximum capacity: 1,300

Maximum seated show capacity: 1,000

Reception and seated dinner: 200 to 650 depending upon décor, buffets, etc.

### **Parking**

Parking of vehicles in front of the main entrance doors of the venue is prohibited at any time the venue is open to the public.

The Vic Theatre must approve parking of any promotional vehicle outside the venue in advance. The Vic Theatre does not allow parking of radio station promotional vehicles in front of or next to the venue.

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

### **Room Set-Up**

Placement and location of tables for check-in, merchandise sales, buffets/food stations, silent auction items, etc. must be approved by The Vic Theatre.

The Vic Theatre must approve placement of tent structures or other structures outside the venue. If a permit is required by the City of Chicago for use of the public way for such structure, The Vic Theatre will secure such permit on your behalf and pass the cost on to you.

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

All deliveries of equipment, decorations and other items must be coordinated with The Vic Theatre's Event Coordinator.

### Subcontractors and Vendors (Catering, Decorating, etc)

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 Vic Theatre before they will be allowed to perform services or provide and install equipment. Each subcontractor will be required to provide an insurance certificate naming us additional insured.

Catering for your event must be arranged through one of The Vic Theatre's Preferred Caterers. No propane, butane or other pressurized tanks are permitted inside The Vic Theatre.

Sterno and electrical equipment such as convection ovens may be used in our utility room and other designated areas of the venue, with prior approval from The Vic Theatre.

Simulcasting or videotaping of your event for future sale is prohibited unless approved in advance by The Vic Theatre.

### Equipment

The Vic Theatre's sound, lighting and video equipment will be operated by or under the supervision of our technical staff. Rented equipment must be delivered and picked up on the day of the event, unless you receive prior approval from The Vic Theatre.

### Decorations

All décor materials must be flameproof, and must be accompanied by a certificate confirming same and approved by The Vic Theatre.

No open flame devices are allowed in the venue at any time. The use of candles must be approved by The Vic Theatre.

## **SAFETY POLICIES**

### Compliance With Local Laws

At all times when The Vic Theatre is open to the public, all exit doors must be unlocked, and access to exit doors must be unobstructed.

### Denial of Service and/or Access

*Although the following occurrences are rare during private events, we would like you to be aware of our position and policies, for your safety and ours. The Event Coordinator on hand will consult with the corporate/private meeting planner in these situations.*

The Vic Theatre 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.

The Vic Theatre reserves the right to deny admittance to any guest reasonably suspected by our security staff to be intoxicated.

The Vic Theatre 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. Our security staff will make such determination.

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 Vic Theatre security will conduct a visual inspection of all guests entering the facility.

Depending upon the nature of the event and related circumstances, The Vic Theatre may require additional staffing services and will pass on the cost to you.

Required staff numbers may vary pending the projected attendance and type of event.

When determined by The Vic Theatre that the potential is high for inappropriate or illegal items to be brought into the building, a full inspection would consist of a series of checkpoints, including

- Visual inspection, followed by a hand search of coats and handbags
- Use of metal detectors to search for items not permitted such as weapons, alcohol and projectiles

If a guest does not wish to be inspected, he or she may be denied entry into the venue.

As of January 16, 2006, The Vic Theatre is a non-smoking venue.

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*Victoria Operating Company, LLC, d/b/a The Vic Theatre reserves the right to change, amend or update these policies at any time, without notice.*

We look forward to working with you and helping to make your event a successful one!