

RAVENSWOOD

E V E N T C E N T E R

2019-20 Wedding Planning EventScapes

Welcome to the Ravenswood Event Center

2017 marked our tenth anniversary and we are thrilled to have been able to share in one thousand events & wedding celebrations. We are looking forward to a thousand more.

A client once said it's an interesting experience to spend a year planning detail after detail after detail - all for a moment that lasts just a handful of hours. I am so thankful for the Ravenswood team for getting it right.

What has distinguished us in the marketplace has been our unique urban industrial spaces, our thoroughly modern approach to planning & managing events and culinary art that rivals Chicago's most popular restaurants.

For most of our couples this is their first significant event planning endeavor – we want it to be an easy and exciting one. We are professional in our approach though we strive to make each experience a personal one. Though we take a team approach in executing each event, you will work one on one with a dedicated event manager. Along the way we will create an EventScape that includes schedule, flow, floorplans, color/ event palate selection and a unique menu. We also work with your outside vendors guiding them through the unique experience of working in the Ravenswood Event Center.

Our approach is simple. We are here to host, plan, manage and serve. For couples who place a high value on service and quality, we are a great fit.

Pricing Made Simple

There are three components that go into our pricing.

On-site Ceremonies – This includes chairs, day-of coordinating and rehearsal.

Venue – Rental Fee of the Space (Cleaning & Security Included)*

Culinary & Hospitality Services – Our per person charge is based on 150 attendees. If your count is higher or lower – pricing will adjust accordingly.

State & County Taxes are applied to C&H Services

If we appear to be a good fit, come and visit us. If you like what you see, let's find a date and get working on your plans.

Working with a budget?

Throughout the year there are days and months that allow for more flexibility than others. If you are open to discussing your plans, we will try to find the best fit.

Vendors

R.E.C. has an open vendor platform and will allow any quality florist, photographer, band/D.J., photo booth company and bakery (licensed & insured where needed) to work in the event center.

R.E.C. has a list of great/local vendors to help with any & all wedding related services that we share with our clients.

Some vendors & services are subject to a facility usage fee.

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Event Center Pricing

Terms & Conditions Apply

Pricing Guaranteed w/ Formal Proposal & Contract

On-Site Ceremony: \$1,250

Includes: 150 Walnut Wood Ceremony Chairs,
Ceremony Planning & Day-Of Coordinating
+ Rehearsal (day/time restrictions apply)

Our Spaces

Billboard Atrium & Loft + Two Decks & Sound

Saturday, April – December \$5,500

Saturday, January – March \$4,500

Friday + Non-Holiday Sundays, April – December \$4,500

Friday + Non-Holiday Sundays, January – March \$4,000

Weekday \$3,500

Most frequently the Atrium is used for wedding ceremonies followed by cocktail receptions & dining on the Loft level with guests returning to the Atrium for dancing & dessert.

Atrium Capacity (2,200 sq ft):

Ceremony Based on Set-Up

Cocktail & Dancing 150

Dining 100

Loft Capacity (4,600 sq ft):

Ceremony Based on Set-Up

Cocktail & Dancing 250

Dining 180

Showroom

Saturday, April – December \$5,500

Saturday, January – March \$4,500

Friday + Non-Holiday Sundays, April – December \$4,500

Friday + Non-Holiday Sundays, January – March \$4,000

Weekday \$3,500

Most frequently used for large wedding receptions, mitzvahs, corporate functions & school fundraising events.

Showroom Capacity (9,000 sq ft):

Ceremony 500

Cocktail & Dancing 650

Dining 500

Showroom, Atrium, & Loft

Saturday, April – December \$8,000

Saturday, January – March \$6,500

Friday + Non-Holiday Sundays, April – December \$6,500

Friday + Non-Holiday Sundays, January – March \$5,500

Weekday \$5,000

Fine Print

B.Y.O. Bar Service

R.E.C. is a licensed bar & sole provider of alcohol service.

Included in our Culinary & Hospitality Package is:

One Bartender per 50 Guests

Standard Mixers & Soft Drinks

Bar Fruit & Ice

Glassware (Water/Rocks/Wine)

*Client Provides Alcohol

Standard Evening Hours:

Six Hours of Event Time

Additional Time - \$650 per Half Hour (Space & Labor)

Cleaning & Security

Security up to 200 Guests: Included

Security – 200+ Guests: Additional \$250

Post-Event Cleaning Included

Facility Usage Fees Apply to the Following

Production Lighting, Production Décor, Drapery, and Labor Intensive Services

Culinary & Hospitality Services

Ravenswood Event Center has a dedicated culinary & hospitality team located on-site. We will craft your menu & event experience details together, with you. We will manage the on-site details of your event and work with your outside vendors to ensure your experience is wonderful and as stress free, as possible.

Vegan, Vegetarian & Diet Restrictions Welcomed

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Pricing Minimum Based on 150 Attendees

Saturday Pricing Minimum - \$19,500

Friday / Sunday Pricing Minimum - \$18,000

Price Adjusted for Lower and Higher Counts

Plated Dinner Reception

Saturday – Starting at \$140

Sunday through Friday – Starting at \$130

Savory Event Menu Includes:

Passed Hors d'Oeuvres

Plated Salad

Bread/Butter

Entrée Grouping

Bar Set-up: Sodas, Juices, Ice, Bar Fruit, & Liquor License

Tables, Chairs, Linen, China, Flatware & Glassware

Buffet / Family Style Dinner Reception

Saturday – Starting at \$130

Sunday through Friday – Starting at \$120

Savory Event Menu Includes:

Passed Hors d'Oeuvres

Salad & Entrée Grouping w/ Multiple Sides

Bread/Butter

Entrée Grouping

Bar Set-up: Sodas, Juices, Ice, Bar Fruit, & Liquor License

Tables, Chairs, Linen, China, Flatware & Glassware

Stand-Up / Cocktail Reception

Sunday through Friday – Starting at \$120

50% Seating

Savory Event Menu Includes:

Passed Hors d'Oeuvres

Charcuterie & Antipasti Carts

Small Bite Station

Bar Set-up: Sodas, Juices, Ice, Bar Fruit, & Liquor License

Tables, Chairs, Linen, China, Flatware & Glassware

Menu Upgrades Available

Coffee Service & Stations Available

No Charge Cake Cutting

Inclusions

Event Planning & Management Services

(Includes creating your schedule, designing a floorplan, managing vendor load-in, & day-of event coordination)

Event Staffing Services

(Includes Floor, Bar, & Culinary Staff)

Exclusions

State Sales Tax 10.25% on goods + services

County Rentals Tax 8.5% on rental goods/infrastructure

Gratuuity 3%-7% of Sub-Total – Suggested

Alcohol – BYOB

Bakery Desserts

Décor

Entertainment

Outside Catering Buyout Fee

In addition to space charges

Saturday \$5,000 / Sunday through Friday \$4,000

Includes: Client Planning Session + Vendor Logistics

Person Charge Applies + 150

Commission Applies to Catering & Event Décor

Pricing/Terms & Conditions Subject to Change Without Notice

Event Center Process

After initial contact and sharing of event center info (you are viewing this now) we invite our couples to visit the event center.

A site visit is the best way to decide if we have the right feel for what you are wanting and wanting to share with your guests.

Site visits available by appointment only.

Monday, Wednesday, Thursday, Friday & Saturdays.

Monday & Wednesday evenings.

Formal Pricing Proposal

Based on your preferences, and with your full contact information, we will craft a formal pricing proposal that includes all known charges w/ a detailed list of space + culinary & hospitality inclusions. Our formal pricing always starts with our classic service. Standard enhancements are listed on the pricing proposal. Unique & specialty upgrades available will be quoted, for any requests.

Pricing is based on a minimum of 150 attendees. With fewer guests certain costs increase and will be reflected in the per person charge.

Date Hold

A 72 hour date hold is granted when a formal pricing detail is presented.

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Securing the Date

Once we have received your signed pricing proposal – you will receive the formal event agreement. Within one week we will come together to review the agreement and event details, sign the agreement and finalize the deposit payment.

Payment

EFT/Wire Payments, Personal Checks & Cash Accepted
Credit Cards Processed + 2.75% (Card Must Be Present)

Culinary & Hospitality Process

Inspiration Needs Direction Together we will find the right balance of influence from you, your families, your faith, your neighborhood, and your travels to put a signature on your celebration that is unique and yours.

There are three milestone sessions that mixed with emails & phone calls, are the building blocks of your event.

First Session – schedule, flow, floorplans, infrastructure presentations and vendor connections.

Second Session / Menu Tasting – most clients join in our interactive group tastings where we get to present a variety of small bites, salads, entrées and side dishes.

Midway Session – a few months out from your wedding day we will gather to present your complete celebration plan. Review your vendor plans and lay out the plan for the months ahead.

Week-Of - In the days leading up to your celebration you will likely visit the event center to bring by ceremony programs, decorative touches, place cards, table numbers, gifts and maybe even your beer & wine. We will organize these things and set them up as planned for.

Day-Of – While you are getting ready for your ceremony we will be getting ready for you & your guests. When you arrive the spaces will be set, the vendors will be putting on the finishing touches and our staff will prepare to welcome your friends and family. Thirty minutes prior to your ceremony/reception we will open the doors to our common areas within the building.

The Monday After – It is our hope that when you leave at the end of the evening you will have taken all the important things with you. We will collect everything left behind, including your alcohol, and organize things

so you can take what you like.

Four Signature EventScapes

These four events represent some of what our clients have come to love about what we do.

A Reception Ten Years Later – Cocktail Style

Jeff & Lisa got married quickly and never got to have the wedding party they wanted. Ten years later they worked with Veasna to craft a celebration that gave them the opportunity to bring together their closest friends & family to share their favorite foods & music in the city they now call home.

Menu:

Farm Table Snacks

Sweet Pea Hummus, Beet Root Tapenade, Homemade Herb Farm Cheese + Crisp Veggies, Toast & Crackers

Hibachi Skewers & Sauces

Harissa Lamb, GoBeez Duck & Smoked Shitake

Lobster Rolls & Shrimp Sliders + Kettle Chips

Wood Fired Pizza Flats

Stone Fruit Panzanella w/ Humboldt Blue

Family Favorite Chilled Potato Salad

Set-Up:

Bartender – Cocktails / Champagne / Canned Beer

Two Servers + Two Chefs

Glass at the Bar

Paper/Plastic/Bamboo Culinary Vessels

Wedding Reception – Upscale Plated

Stacey & Brian met at The Globe, live in Lincoln Square, love the Ravenswood Art-Walk Square and wanted nothing less than a Billboard Atrium ceremony - looking out at the Irving Park El, where Brian proposed. Aly, who got married at REC was the perfect fit to bring their celebration to life.

Cocktail Menu:

Maki Rolls (Traditional & Unique) Push Cart

Saki Soaked Shrimp Tempura Skewers

Steak Tuille w/ Chèvre + Peppadew Chimichurri

Fig & Ginger Confiture Glazed Lamb Lollichops

Quail Egg BLT Brioche Squares

Buffalo & Blue Organic Chicken Kefta

French Brie Red Grape Pico & Honeycomb Crostini

Dinner Service:

Shaved Zucchini Crudo + Ten Year Parm on Arugula

Paired w/ Hot House Tomato Bisque

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Homemade Blood Orange Sorbet Intermezzo

Three Day Braised Short Rib on Creamed Polenta
+ Iron Skillet Brussels Sprouts & Corn Relish
Open Water Salmon Filet a la Plancha
on Menomonee Wild Rice Cakes w/ Squash Velouté +
Sautéed Patty Pan & Leek
French Cut Chicken Breast w/ Agave Ale Demi Glaze
+ Crisp Fingerlings & Fire Roasted Asparagus

Glorious Cake & Sweets from Five Local Bakeries

Set-Up:

Atrium Ceremony w/ Mahogany Padded Chairs
Loft & Deck Cocktail Reception
Showroom Dinner & Dancing
Chivari Dining Chairs & Bichon Overlays

Spring Ceremony & Reception – Classic Family Style

Michael & Scott chose the Atrium & Loft as the perfect fit for their nuptials. Not being in their 30's anymore they wanted something a bit more formal than what their friends had done. Jennifer worked with them on creating an intimate ceremony in the Atrium followed by a three course option plated dinner. They save the party until after dessert was served. They had a DJ and a wild DIY Sundae Bar

Menu:

Classic Wedge Salad w/ Pork Belly Cubes & Gorg'

Warm Bread & Butter on Butcher Block Trays

Iron Skillet Chicken Duo w/ Half Acre Peppercorn Demi
On Butter Whipped Yukon Potatoes + Green Beans

Iron Skillet Tilapia w/ Chimichurri Butter Glaze
On Midwestern Rice Pilaf + Sautéed Asparagus

Woodland Mushroom Wellington w/ Scratch Gravy

Family Style Sides:

Gruyère Creamed Chard & Kale
Langoustine & Scallop Mac & Cheese

DIY Sundae Bar + Chocolate Martinis
Late Night Sliders & Tots

Set-Up:

REC Classic Matte Linen & Walnut Wood Chairs
Florist Wrapped Ballroom in Candles

Each guest took home a box of Voges Chocolate

Winter Spice – Upscale Stations

On their wedding day, Molly & Casey wanted to indulge in all the things they loved, but they didn't want things to things to get crazy. We worked together to create a flow that went from space to space to space and the menu went from small bite, to formal first course and then to vibrant stations. It was a hit!

Menu:

Small Bites

Pan Seared Scallop Cakes w/ Lemongrass Aioli
Flank Steak Tuille w/ Fresh Peppadew Ricotta
Beef Tartar St. Germaine on Parm' Crisps
Applewood Bacon BLT on Brioche Toast Squares
Cherry Tomato Popper w/ Marinated French Feta

Plated First Course

Roasted Butternut Squash Bisque in Demi Cup
Champagne Vin' Dressed Arugula Greens
w/ Dried Prosciutto & Shaved Asiago

Midwest Harvest

Sliced Tender Prime Rib w/ Horseradish Crème
Maple Glazed Salmon w/ Wild Rice Pilaf
Smoked Sugar Beets w/ Pecan, Chèvre & Cherries
Iron Skillet Brussels Sprouts w/ Pork Belly Croutons

Argyle Station

Maki & Petite Hand Rolls
Peking Duck Steam Buns
Dim Sum Steamer Baskets + Singapore Soy Noodles
Fried Rice Carry Out Boxes + Peanut Chicken Sticks
Napa Cabbage Ginger Spiced Slaw

Pocket Size Chicago Fare

Deep Dish Pizza Poppers + Caesar Salad Cups
D.I.Y. Chicago Dogs + Hand Cut Fries
Italian Beef w/ Jus & Peppers + Kettle Chips

Set-Up:

Atrium Ceremony w/ Champagne Toast
Loft Cocktail Hour w/ Small Bite Hors d'Oeuvres
Showroom Dinner & Dancing
Full Seating for Dinner / Stations
Soft Seating Lounges
Chandelier & Spot Lights on Dance Floor