Weddings
by Loews Hotels

Your Day, Your Way
Customizable packages for the wedding of your dreams

Eat, Drink & Be Married
Mouth-Watering Catering Menus and Toast-Worthy Beverage Packages

Plus
Memorable touches & add-ons

Loews Chicago Hotel
455 North Park Drive
Chicago, IL 60611
312.840.6600
loewshotels.com/chicago-downtown
Congratulations on Your Engagement

Loews Chicago Hotel is delighted you are considering us to be part of your special celebration.

Located in the heart of downtown Chicago, steps away from the Chicago River and the Magnificent Mile, Loews Chicago features flexible event spaces, creative culinary offerings and spectacular views of Navy Pier, Lake Michigan and the city’s skyline.

Attached are details on the hotel’s wedding packages, additional details and hotel information. Our experienced event professionals are here to create a customized and memorable experience for you, your family and friends.

We look forward to begin planning soon.

Sincerely,

Melissa Cesario
venues
Garden Terrace
Featuring breathtaking views at every turn, this 7,500 square-foot outdoor terrace has the look and feel of a park coupled with plush lounge furniture and turf. The picturesque backdrop for either your ceremony or reception, maybe even both. Available seasonally May – October.

The Sullivan Ballroom
4,800 of perfect space for a truly romantic ceremony. This rectangle designed room naturally creates a long and dramatic aisle.

The Wright Ballroom
Our Grand ballroom showcases 19-foot tall with gorgeous chandeliers and unencumbered lines of sight. Complete with its own oversized foyer, the ballroom works for both large and smaller affairs. The ideal space for a celebration which includes dinner and dancing.

Pullman & Dining Car
ETA restaurant’s two unique and flexible private dining areas. These rooms offer modern touches and great ambiance for rehearsal dinners, welcome receptions or morning after brunches.

Streeterville Social
Located on the rooftop with the best views of the city, our outdoor restaurant will work for any of your wedding celebrations. Available for both semi-private and private gatherings from ceremonies, to rehearsal dinners, to welcome cocktails. Available seasonally May - October.
<table>
<thead>
<tr>
<th>ROOM</th>
<th>DIMENSIONS</th>
<th>SQ. FT.</th>
<th>CLASSROOM</th>
<th>THEATER</th>
<th>RECEPTION</th>
<th>BANQUET</th>
<th>HOLLOW SQ</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST FLOOR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wright Ballroom</td>
<td>109' x 78' x 19'</td>
<td>8,502</td>
<td>504</td>
<td>698</td>
<td>830</td>
<td>660</td>
<td>-</td>
</tr>
<tr>
<td>Wright Ballroom 1 or 4</td>
<td>51' x 35' x 19'</td>
<td>1,795</td>
<td>108</td>
<td>182</td>
<td>250</td>
<td>144</td>
<td>60</td>
</tr>
<tr>
<td>Wright Ballroom 2 or 5</td>
<td>27' x 35' x 19'</td>
<td>946</td>
<td>60</td>
<td>103</td>
<td>120</td>
<td>70</td>
<td>36</td>
</tr>
<tr>
<td>Wright Ballroom 1+2 or 4+5</td>
<td>35' x 70' x 19'</td>
<td>2,730</td>
<td>162</td>
<td>266</td>
<td>275</td>
<td>216</td>
<td>78</td>
</tr>
<tr>
<td>Wright Ballroom 3</td>
<td>78' x 38' x 19'</td>
<td>2,864</td>
<td>162</td>
<td>252</td>
<td>-</td>
<td>216</td>
<td>78</td>
</tr>
<tr>
<td>Wright Ballroom 1+2+3 or 3+4+5</td>
<td>73' x 70' x 19'</td>
<td>5,694</td>
<td>324</td>
<td>480</td>
<td>520</td>
<td>516</td>
<td>114</td>
</tr>
<tr>
<td>Wright Foyer- West Extension</td>
<td>66' x 12' x 24'</td>
<td>792</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Wright Foyer- South Extension</td>
<td>143' x 23' x 12'</td>
<td>3,289</td>
<td>-</td>
<td>-</td>
<td>350</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Sullivan Ballroom</td>
<td>46' x 108' x 19'</td>
<td>4,876</td>
<td>287</td>
<td>450</td>
<td>450</td>
<td>400</td>
<td>108</td>
</tr>
<tr>
<td>Sullivan Ballroom A, B, or C</td>
<td>46' x 35' x 38'</td>
<td>1,610</td>
<td>96</td>
<td>154</td>
<td>150</td>
<td>144</td>
<td>54</td>
</tr>
<tr>
<td>Sullivan Foyer</td>
<td>14' x 66' x 12'</td>
<td>1,204</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>North Park</td>
<td>51' x 24' x 10'</td>
<td>1,224</td>
<td>90</td>
<td>132</td>
<td>150</td>
<td>108</td>
<td>48</td>
</tr>
<tr>
<td>Private Dining Room</td>
<td>35' x 23' x 10'</td>
<td>805</td>
<td>42</td>
<td>70</td>
<td>80</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td><strong>SECOND FLOOR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boardroom</td>
<td>20' x 39' x 10'</td>
<td>580</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Boardroom Pre-Function</td>
<td>12' x 27' x 10'</td>
<td>324</td>
<td>-</td>
<td>-</td>
<td>10</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Jenney</td>
<td>20' x 44' x 10'</td>
<td>880</td>
<td>54</td>
<td>92</td>
<td>90</td>
<td>60</td>
<td>42</td>
</tr>
<tr>
<td>Jenney A or B</td>
<td>20' x 22' x 10'</td>
<td>440</td>
<td>27</td>
<td>44</td>
<td>35</td>
<td>36</td>
<td>18</td>
</tr>
<tr>
<td>Burnham</td>
<td>20' x 44' x 10'</td>
<td>880</td>
<td>54</td>
<td>89</td>
<td>90</td>
<td>60</td>
<td>36</td>
</tr>
<tr>
<td>Burnham A or B</td>
<td>20' x 22' x 10'</td>
<td>440</td>
<td>27</td>
<td>44</td>
<td>35</td>
<td>36</td>
<td>18</td>
</tr>
<tr>
<td>Adler</td>
<td>23' x 28' x 10'</td>
<td>644</td>
<td>36</td>
<td>69</td>
<td>60</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Weese</td>
<td>20' x 19' x 10'</td>
<td>380</td>
<td>18</td>
<td>30</td>
<td>30</td>
<td>24</td>
<td>18</td>
</tr>
<tr>
<td>Halabird</td>
<td>20' x 19' x 10'</td>
<td>380</td>
<td>18</td>
<td>30</td>
<td>30</td>
<td>24</td>
<td>18</td>
</tr>
<tr>
<td>Maher</td>
<td>25' x 28' x 10'</td>
<td>700</td>
<td>45</td>
<td>84</td>
<td>84</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Richardson</td>
<td>25' x 27' x 10'</td>
<td>675</td>
<td>36</td>
<td>73</td>
<td>73</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Griffin</td>
<td>18' x 28' x 10'</td>
<td>448</td>
<td>38</td>
<td>30</td>
<td>30</td>
<td>24</td>
<td>18</td>
</tr>
<tr>
<td>Meeting Planner 1 or 2</td>
<td>17' x 12' x 10'</td>
<td>204</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10</td>
<td>-</td>
</tr>
<tr>
<td>Meeting Planner 3</td>
<td>18' x 13' x 10'</td>
<td>234</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10</td>
<td>-</td>
</tr>
<tr>
<td><strong>THIRD FLOOR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garden Terrace</td>
<td>65' x 138'</td>
<td>8,970</td>
<td>-</td>
<td>-</td>
<td>690</td>
<td>450</td>
<td>-</td>
</tr>
<tr>
<td>City View Lounge</td>
<td>65' x 64'</td>
<td>4,160</td>
<td>-</td>
<td>-</td>
<td>175</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Lake View Lawn</td>
<td>65' x 74'</td>
<td>4,810</td>
<td>-</td>
<td>270</td>
<td>400</td>
<td>400</td>
<td>-</td>
</tr>
<tr>
<td>The Bistro</td>
<td>92' x 26'</td>
<td>2,132</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>70</td>
<td>-</td>
</tr>
</tbody>
</table>
Third Floor garden terrace
packages
Package includes:

On-site Wedding Specialist
Catering Manager to assist from booking to planning

Includes:
• Four Hour Hosted Select Bar
• Selection of Five Hand-Passed Hors D’oeuvres
• Three Course Plated Dinner
• Wine Service with Dinner
• Custom Designed Wedding Cake
• Champagne Toast

• White-Glove Synchronized Service
• Private Menu Tasting for Four
• Choice of Antique Gold, Charcoal or White Floor-Length Table Linens
• Votive Candles
• Mahogany Dance Floor
• Stage
• Ceremony Rehearsal Space
• Dressing Rooms for Bridal Party
• Complimentary Suite for Wedding Night
• Two Additional Complimentary Guestroom Upgrades
• Special Guestroom Rate for Wedding Guests

*Special restrictions apply, please see your Catering Manager for additional information
Hors d’Oeuvres
Select five (5) to be hand-passed

Chilled
Beef tartare, crispy potato, herbed Dijonnaise, capers
Deviled egg, trout roe, Espelette, celery
Salmon cornet, crème fraîche, chives
Port poached fig & Prosciutto, pecan bread, whipped ricotta
Beef crostini, horseradish aioli, pickled pearl onion
Tuna crisp, kimchi aioli, pea shoot, Togarashi
Spicy salmon roll, pickled ginger
Shrimp cocktail, house made cocktail sauce, preserved lemon

Hot
Lamb gyro, cucumber salad, Tzatziki, roasted tomato
Maine crab cakes, pickled cherry bomb aioli
Coconut shrimp, sweet chili sauce
Beef slider, Boursin, house made pickle, caramelized onion
Almond stuffed date wrapped in bacon
Brie, seasonal jam, en croute
Artichoke beignet, sauce romesco
Spanakopita, oregano honey glaze
Mac & Cheese bites, truffle aioli

Starter Selection
Select one (1) option

Soups
Tomato soup, fresh Chevre, basil oil
Sweet corn soup, grilled sweet corn, Dungeness crab, sherry-glazed Finocchiona
Broccoli and Cheddar Soup, Pleasant Ridge cheddar, broccoli couscous, pretzel crouton

Salads
Kale Caesar, roasted tomato, Lavosh crouton, shaved Parmigiano-Reggiano, traditional Caesar dressing
Mixed greens, Cabernet Sauvignon pickled blueberries, toasted almonds, Creameaux de Bourgogne Brie cheese, lemon maple vinaigrette
Citrus roasted beet, watercress, Humboldt Fog Chevre, caramel pecan crouton, beet yogurt dressing
Grilled stone fruit and Burrata, Arcadian Lettuce, spiced Pistachios, Buratta, cider nutmeg vinaigrette
Radicchio and arugula, shaved Parmigiano-Reggiano, Focaccia crouton, pickled apple, Meyer lemon vinaigrette
**Entrée Selection**

All dinner entrees include artisan rolls and butter.

**Orecchiette, Cava-braised turnip greens, roasted Maitake mushrooms, golden raisins, house-made Harissa (V, GF)**
175 per person

**Duet of roasted cauliflower and broccoli steaks, herb roasted Okinawa potatoes, caramelized baby carrots, white port golden raisin puree, puffed wild rice (V, GF)**
175 per person

**Kohlrabi scallops, golden quinoa, roasted rapini, pickled blueberries, beet carpaccio, mustard caviar, beet jus (V, GF)**
175 per person

**Grilled Portobello mushrooms, romesco sauce, red quinoa, craisins, roasted broccolini, pink peppercorn vinaigrette (V, GF)**
175 per person

**Roasted breast of chicken, parsley, sage, rosemary & thyme stuffing, roasted sweet potato, haricots Vert, Pinot Noir jus**
175 per person

**Fried breast of chicken, pommes purée, crispy Brussels sprouts, tarragon & honey-glazed baby carrots, creamy buttermilk gravy**
175 per person

**Herb-roasted breast of chicken, fine herbs, creamy Mascarpone polenta, wild mushrooms, asparagus**
175 per person

**Slow-roasted breast of chicken, caramelized tri-color fingerling potatoes, roasted baby carrots, rapini**
175 per person
Entrée Selection
All dinner entrees include artisan rolls and butter

Miso-glazed salmon, edamame succotash, bok choy, baby corn, cashew & water chestnut, pickled cucumber salad, cilantro ginger vinaigrette
175 per person

Pan-seared wild striped bass, slow-roasted tomato, herb-roasted fingerling potatoes, broccolini, & olive caper relish
180 per person

Sautéed rainbow trout, orange-braised fennel, roasted wild mushrooms, brown butter & thyme roasted rutabaga, Béarnaise sauce
180 per person

Slow-poached halibut, Roman gnocchi, roasted baby carrots, haricots verts, blood orange Sherry Conserva
180 per person
Entrée Selection
All dinner entrees include artisan rolls and butter

Grilled New York strip, caramelized Cipollini onions, twice-baked potato, roasted asparagus, house-made steak sauce, Dark Stout demi
190 per person

Roasted filet of beef, truffle celeriac, haricots verts, roasted baby carrots, Bordelaise sauce
190 per person

Grilled ribeye, creamy Cannellini bean ragout, confit baby fennel, blistered cherry tomatoes, Bordeaux jus
190 per person

Dry rubbed filet of beef, pommes purée, Maitake mushroom nest, crispy Brussels sprouts, Beurre rouge
195 per person

Dry rubbed New York strip & citrus poached prawns, pommes purée, Maitake mushroom nest, Bordelaise sauce
200 per person

Roasted filet of beef & wild striped bass, roasted fingerling potatoes, plancha seared cipollini onions, dark Stout demi sauce
200 per person

Slow-roasted salmon & poached lobster tail, caramelized cauliflower, roasted Yukon gold totem, Shishito peppers, golden raisins, pink peppercorn Beurre Blanc
205 per person

Roast filet of beef & Maine lobster tail, smoked Beurre Monte, leek Soubise orzo, pea salad, Béarnaise sauce
210 per person

*Please ask your catering manager about our dinner buffet options
Beverage Packages
Your Wedding Package includes a four-hour open select bar with a Celebratory Toast.

Liquors
New Amsterdam Vodka
Sauza Gold Tequila
Seagram’s Gin
Cruzan Rum
Seagram’s 7 Whiskey
Cutty Sark Scotch

Wines
Invitation Chardonnay
Invitation Sauvignon Blanc
Invitation Cabernet Sauvignon
Invitation Pinot Noir

Beers
Budweiser
Bud Light
Stella Artois
Corona Extra
Goose Island 312

Non-Alcoholic Beverages
Assorted Soft Drinks
Still and Sparkling Waters
Juices
Beverage Packages
Upgrade your bar options to customize your wedding experience. 14 per person

Premium Liquors
Absolut Vodka
Bombay Original Gin
Jack Daniel's Whiskey
Dewar's White Label Scotch
Canadian Club Blend
Bacardi Superior Rum
Sauza Blue Tequila

Premium Wines
Lunetta Prosecco
Banfi Le Rime Pinot Grigio
Benziger Sauvignon Blanc (Sustainable)
Natura Emilia Chardonnay (Organic)
Mark West Pinot Noir
14 Hands Merlot
Justin Cabernet Sauvignon
Trivento Reserve Malbec

Premium Beers
Budweiser
Bud Light
Miller Lite
Stella Artois
Corona Extra
Revolution First City Pale Ale
Blue Moon Belgian White

Non-Alcoholic Beverages
Assorted Soft Drinks
Still and Sparkling Waters
Juices
Beverage Packages
Upgrade your bar options to customize your wedding experience
20 per person

Luxury Liquors
Ketel One Vodka
Hendrick’s Gin
Jack Daniel’s Whiskey
Glenfiddich 12-year Scotch
Crown Royal Rye
Bacardi 8 Rum
Patron Silver Tequila

Luxury Wines
Chateau Ste. Michelle Rosé
Piper-Heidsieck Champagne
Stellina Di Note Pinot Grigio
Craggy Range Sauvignon Blanc
La Crema Chardonnay
Chateau Ste. Michelle Riesling
La Crema Pinot Noir
Benziger Merlot
Fortress Cabernet Sauvignon

Luxury Beers
Budweiser
Bud Light
Miller Lite
Stella Artois
Corona Extra
Blue Moon Belgian White
Goose Island 312
Revolution Anti-Hero IPA
Revolution First City Pale Ale

Non-Alcoholic Beverages
Assorted Soft Drinks
Still and Sparkling Waters
Juices
Our wedding packages include a custom wedding cake from Bittersweet. Should you wish to have additional desserts for your guests to enjoy, please reach out to your designated catering manager for options.

Bittersweet
1114 West Belmont Avenue
Chicago, IL 60657
773-929-1100
info@bittersweetpastry.com
Old Fashioned Ice Cream Bar
Choice of three: vanilla, chocolate, strawberry ice cream, mango, lemon sorbet
Assorted toppings to include: sprinkles, chopped nuts, chocolate fudge sauce, crushed Oreos, whipped cream, cherries, mini waffle cones
21 per person / chef attendant suggested $200

Mini Donut Shop
Plain mini donuts served in a mini wooden boat
Cinnamon sugar and powdered sugar to coat donuts
DIY toppings: hot fudge, caramel, mini chocolate chips, whipped cream, sprinkles, toasted nuts, fresh berries
19 per person / chef attendant suggested $200

Bananas Foster
Bananas flambéed a-la-Minute in Butter, Brown Sugar, Rum served over vanilla ice cream, toasted nuts, crispy chocolate pearls
21 per person / chef attendant required $200

Wicker Park Reception
Donut Holes
Coconut Tapioca Pudding
Mini Cupcakes
Tainori Chocolate Cheesecake
Huckleberry Tart
Banana Chocolate Praline Tart
White Peach Bourbon Éclairs
Pineapple Ginger Verrine
Strawberry Vanilla Shooter
Mexican Wedding Cookies
S’mores Pops
Mini Churros, special chocolate sauce
Choice of Three (3) 15 per person
Choice of Four (4) 20 per person
Choice of Five (5) 25 per person
**Late Night Bites**  
Served hand-passed or stationed

- Mini Hot Dogs
- Beef Sliders
- Pigs in a Blanket
- Thin Crust Pizza
- Mini Italian Beef Sandwiches
- Mini Grilled Cheese Sandwiches
- Chicken Fingers

Two Selections: 12 per person  
Four Selections: 20 per person

**Hosted Consumption**  
Bar | Price Per Drink

<table>
<thead>
<tr>
<th>Drink Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Cocktail</td>
<td>12</td>
</tr>
<tr>
<td>Premium Cocktail</td>
<td>14</td>
</tr>
<tr>
<td>Luxury Cocktail</td>
<td>16</td>
</tr>
<tr>
<td>Select Wine</td>
<td>12</td>
</tr>
<tr>
<td>Premium Wine</td>
<td>14</td>
</tr>
<tr>
<td>Luxury Wine</td>
<td>16</td>
</tr>
<tr>
<td>Imported Beer</td>
<td>10</td>
</tr>
<tr>
<td>Domestic Beer</td>
<td>9</td>
</tr>
<tr>
<td>Mineral Water</td>
<td>7</td>
</tr>
<tr>
<td>Assorted Soda</td>
<td>7</td>
</tr>
<tr>
<td>Juice</td>
<td>7</td>
</tr>
<tr>
<td>Energy Drinks</td>
<td>8</td>
</tr>
</tbody>
</table>

All prices are subject to a 25% service fee and prevailing taxes. Prices are subject to change without prior notice.
Sunday Brunch

Buffet
Sliced Fresh Fruit
Classic Scrambled Eggs
Breakfast Potatoes
Spicy Chicken Sausage
Thick-Cut Bacon
Assorted Breakfast Pastries and Bagels
Unsalted Butter, House-Made Preserves and Cream Cheeses
Freshly Squeezed Orange and Grapefruit Juices
Freshly brewed Seattle’s Best regular, decaffeinated coffee and hot Forté teas
45 Per Person

Enhancements
Breakfast grilled cheese, Wisconsin cheddar, cracked free-range egg
6 Per Person
Breakfast slider, toasted English muffin, free-range egg, griddled ham & cheddar
9 Per Person
Brioche French toast, warm maple syrup
9 Per Person
Waffle station: seasonal berries, chocolate sauce, vanilla cream
15 Per Person / chef attendant suggested
House-smoked salmon, bagels, tomato, red onion, cream cheese
16 Per Person
Omelet station: ham, bacon, sausage, smoked salmon, sweet bell peppers, tomatoes, mushrooms, onions, spinach, assorted cheeses
19 Per Person / chef attendant required, 1 Per Every 25 Guests Recommended

Delights
Two-Hour Mimosa Bar: peach, mango, grapefruit and orange juice, fruit garnish, Prosecco
20 Per Person / bartender required, 1 Per Every 75 Guests
Two-Hour Bloody Mary Bar: celery, pickle spears, olives, beef jerky, lemons, limes, Worcestershire, horseradish, cheese cubes
25 Per Person / bartender required, 1 Per Every 75 Guests

All prices are subject to a 25% service fee and prevailing taxes.
Prices are subject to change without prior notice.
Frequently Asked Questions

What do I need to do to confirm my wedding date?
Once you have selected your wedding date, we will send you an agreement to confirm the date, timing and space.

Is there a deposit due?
A 25% deposit of the agreed upon food and beverage minimum. A payment sliding scale will be discussed in your agreement.

Can I bring in my own wine?
A $25 corkage fee will be applied for every 750 mL bottle of wine.

Does the Hotel offer special group rates or discounted guest room for my guests?
Yes, please inquire with your Catering Manager.

When is the menu tasting?
Menu tastings may be schedule 8-10 weeks prior to your event date.

Am I allowed to bring in outside food?
Outside Food may be brought into the hotel for menu items of ethnic origin that we are not able to replicate at the hotel. Please ask your Catering Manager for a list of approved vendors.

How do I coordinate a cake tasting?
We will provide you with our Cake Vendor’s contact information and you can reach out to them direct to schedule a time that works best for you.

Will someone be there to assist during my wedding day?
Your designated Catering Manager will be available on the day of your wedding, but since weddings are very detailed and intricate, a Day of Wedding Coordinator is suggested.
Guarantees
Loews Chicago requires that the Catering Department is provided with the exact number of guests attending at least seventy-two (72) business hours prior to the function. If fewer than the guaranteed number of guests attend the function, the group will be charged for the guaranteed number provided. If more guests attend, the group will be charged the actual number of guests in attendance. The hotel will be responsible for preparing no more than 5% over the guaranteed number.

Food and Beverage Service
Loews Chicago is the only authorized licensee to sell and serve food, liquor, beer and wine on the premises, therefore, all food and beverage must be supplied by the Hotel. This includes hospitality suites, and food and beverage amenity deliveries.

Taxes and Service Charges
Loews Chicago will add a 25% taxable service charge and an 11.5% tax on food and beverage in addition to the prices stated on the menu. Such taxes and service charges are subject to change without notice. Room Rental fees are also subject to service charge and applicable taxes.

Ceremony Fee
Please see catering manager for details.

Bartender Fees
Loews Chicago requires one (1) bartender per 100 guests. $200 fee per bartender applies (plus applicable sales tax).

Coat Check
In the cooler months, coat check is recommended for your guests. Loews Chicago recommends one (1) attendant per 100 guests. $200 fee per attendant applies (plus applicable sales tax).

Parking
A special event rate of $32 will be offered to your guests for Loews Chicago valet parking. Overnight valet parking is offered at $73 per night.

Outdoor Events
Loews Chicago reserves the right to make the final decision regarding outdoor functions. The decision to move function indoors will be made no less than four (4) hours prior to the event. Should the weather forecast call for a 40% chance or more of rain, wind in excess of 20 mph, or lightning and temperatures below 60 degrees, hotel reserves the right to move the event inside. In the event the function is moved inside after the four (4) hour cut-off, additional setup and labor charges will apply. No amplified music is allowed for outdoor events, and all events must conclude no later than 10:00PM.
Event Guidelines

Audio-Visual Services
The Hotel's technology partner, PSAV, is available to assist you with any audio, video, electrical, and internet needs. Please contact your Catering Manager for additional information and requests.

Beverage Service
The Hotel's mixology and sommelier teams are available to suggest a wide range of beverage selections to compliment your event. The Hotel kindly requests that all beverages are served by the Hotel's personnel only. In addition, the Hotel's alcoholic beverage license requires the Hotel to request proper identification of any person of questionable age. The Hotel may opt to refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced as well as to any person, who, in the Hotel's judgment, appears intoxicated.

Corkage and Bottle Handling
In the event outside beverage products are serviced by Hotel personnel, corkage or bottle handling fees (taxable) may be assessed. Fees will be reviewed with you by the Hotel in advance of the event/function.

The Hotel's preferred partners are available to assist you with any entertainment and decor needs in order to create just the right atmosphere for all event types. Please contact your Catering Manager directly for information.
Food Preparation
Our Culinary team is able to satisfy all your dietary restrictions, allergies and personal preferences. Please kindly communicate any details to your Catering Manager in advance of your function(s). Please be advised that consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of food borne illness, especially if you have certain medical conditions.

To ensure the quality and safe handling of products serviced by the Hotel, we request that no food and beverage may be transferred or re-plated. In addition, food may not be removed from any function by the client or any of the invitees.

Food Service
Based on your selections, all menu items are priced per person and are served for the following durations (additional cost may be incurred for any service time extensions):

- Brunch: [2] Hours
- Lunch and dinner: [2] Hours
- Stationary receptions: [1] Hour
- Package receptions (tray pass and stationary): [2] Hours

Due to costs associated with preparation, additional charges per person will apply for buffet or plated service of [25] guests or less. For any menu supplements or à la carte additions, selections must be for [100%] of the event guarantee. For an elevated experience, table-side choice service is available at [150%] times the menu price. The Hotel will assist in sourcing any of your special food and beverage needs, however please note that [100%] of the cost of the product will be charged. Labor fees will apply for all services where additional personnel are required or requested.

Kosher Meals
Should you require kosher meals, the Hotel can accommodate upon advance notice of five [5] business days from your event. Meal types and components are subject to change based on the vendor’s availability. The Hotel will source all kosher meals from a preferred vendor with pricing relative to the current Banquet menu.
Menu Printing
Professional and custom menu printing for your function(s) is available with advance notice to your Catering Manager. Based on the quantity and specifications requested, charges may apply.

Restaurant Meal Vouchers
For the convenience of your group, meal vouchers are available for the Hotel's primary restaurant. Vouchers may be purchased for a pre-determined value (inclusive of service charge and city/state sales tax) and charges will be assessed for the number of vouchers issued.

Security
Please kindly advise your attendees that they are responsible for the safekeeping of their personal property as the Hotel does not provide security in the meeting and function spaces. You may elect to retain security at your own expense to safeguard personal property in the meeting and function space or request lock changes to secure your meeting rooms. In addition, depending upon the nature of your event, the Hotel reserves the right based on its reasonable judgment to require the group to retain security personnel in order to safeguard guests or property in the Hotel. The Hotel's prior approval is required for all outside licensed security companies and must meet the minimum standards established by the Hotel, including insurance and indemnification requirements. Security personnel are not authorized to carry firearms without advance Hotel approval.

Signage, Displays and Damages
The Hotel kindly requests that all signage be professionally printed (nothing handwritten), conform to city/state fire code regulations and placed only in registration areas or immediately outside function/meeting rooms. The Hotel requests that any additional locations requesting signage or displays—including the Hotel's lobby—be approved in advance by your Conference or Catering Manager. To protect the Hotel from damage and repair costs to the group, the Hotel cannot allow the affixing of anything to the walls, floors or ceilings of rooms with nails, staples, push pins, tape or any adhesive substance. Should you require assistance, banners that need to be hung on the wall may be done by the Hotel Engineering Department (fees may apply). Please be advised that the Hotel is not responsible for the retention or removal of any signs, banners, decorations, audio-visual or other equipment used on site.

Shipping and Receiving
For your convenience, parcel shipping and handling services are available at the Hotel. For additional information regarding package shipping instructions, please contact your Conference or Catering Manager.

Smoking Policy
We kindly ask that smoking not occur in any areas of the Hotel to include guest rooms, suites, public areas, restaurants and meeting/function rooms. Otherwise, a cleaning fee may be assessed.
Outside Catering

Should your event require the product and services of a third-party food and beverage provider, we kindly request the following:

I. A copy of the catering company’s current business license, insurance coverage—indemnifying the Hotel—and a signed copy of this agreement must be on file with the Catering Department no later than [72] hours prior to the event.

II. A site inspection of the Hotel’s facilities must be conducted with the Hotel Catering Manager and Culinary Management two [2] weeks prior to the date of the function. The Caterer must notify the Hotel Catering Manager at time of contracting if they will be needing use of a specified kitchen area. The Caterer is to use only the designated areas of the kitchen/back-of-the-house, which has been pre-assigned by the Executive Chef. Availability of designated kitchen space is subject to change and contingent on Hotel business needs at all times.

III. List of all equipment requests must be submitted to the Hotel Catering Manager no less than [72] hours prior to the event. The Hotel will then issue only those items requested and are subject to a rental fee. This list should include disposable place settings and/or the type of china requested. The Hotel will then issue only those items requested based on business needs and availability. The Hotel will notify the Caterer at least [48] hours prior to the event if any of their requested equipment items cannot be provided. Anything above and beyond the Hotels means must be obtained by the Caterer. The Caterer is responsible for providing adequate amounts of equipment to service the needs of the event. Post event, the Caterer is responsible for collecting all equipment and loading out of the Hotel.

IV. The Caterer is responsible for bringing his/her own equipment such as rags, cooking oils, heating elements, props., etc. The Hotel will not provide any food or condiments to the Caterer to include paper, plastic, foil items. The Caterer is required to produce food to cover [3%] above the guaranteed number of attendees for the function. The Hotel Is not responsible if there is not enough food for service.

V. All employees of the Caterer must check in with the Security office upon arrival and receive a guest name badge which must be worn at all times while in the Hotel. If an employee is seen without a name badge they will be escorted out of the building until they can provide proof of identification through the owner/manager of the catering company.

VI. Unloading is to take place at a specified loading dock and will be subject to parking and traffic laws. At no time are the Caterers allowed to use the front guest entrance and must access the function space through back of house means and/or loading dock. No overnight storage of food whether day before or day of will be allowed. If items are left after the event end time the Hotel has the right to dispose of them. This includes, but is not limited to rental items, props, décor and florals. With respect to any rental companies, the Caterer is responsible for coordinating the load-in and removal of all equipment within two [2] hours of the function end time. In the event, items are requested to be left at the Hotel, storage fees may apply.

VII. The Caterer will not utilize the Hotel’s staff for any purpose other than servicing the scope of the event. Additional labor resources are available for specific fees—established by the Hotel—depending upon the scope of the work being performed. The Caterer is responsible for providing adequate staff to execute the needs of the event.

VIII. Before the contracting of any outside Caterer, an appropriate business vetting and approval process must be followed. This includes the Input of, but not limited to the Director of Sales and Marketing, Director of Food and Beverage and the Executive Chef.

IX. The Caterer and his/her team must conduct themselves in an appropriate manner at all times.

X. Damages to event/function room walls, lighting fixtures, artwork, furnishings and any other structural damage are the responsibility of the Caterer.