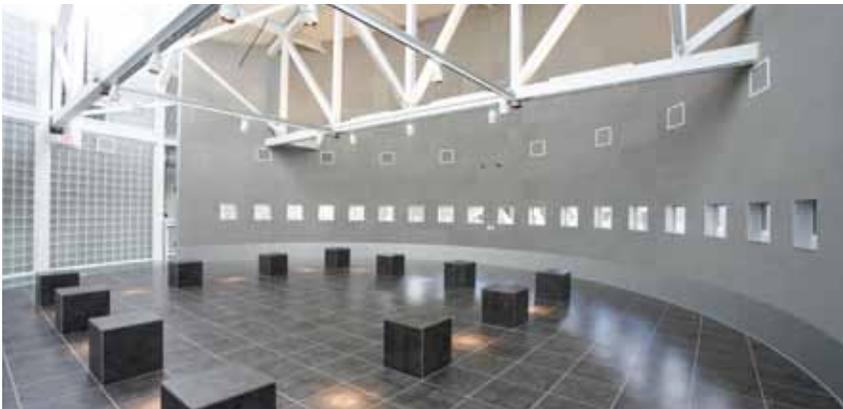


SPECIAL EVENT RENTALS



9603 Woods Drive, Skokie, IL 60077
www.ilholocaustmuseum.org

MUSEUM FOR A DAY



Planning a multi-functional event? Looking for a variety of space layouts for a single event? Interested in a number of concurrent sessions on several levels? If so, consider the **Museum For A Day** option at the Illinois Holocaust Museum & Education Center for your next event.

This unique Museum buyout opportunity, available between June and September, provides for a variety of options including the following spaces:

- General sessions in Goodman Auditorium, Pritzker Theater and Museum Hall
- Break-out sessions in state-of-the-art classroom spaces
- Pre- and post-event receptions in the Hall of Reflection and Pritzker Theater
- Meal space in Museum Hall, Museum Café and Student Dining area

Your guests gain access to the compelling Karkomi Permanent Exhibition, Make a Difference! The Harvey L. Miller Family Youth Exhibition, the Legacy of Absence Gallery, world-class special exhibitions, and stunning reflective spaces.

Additional features available include a grand piano available within the Goodman Auditorium, coat check room, ample lobby space for event check-in, and full accommodation of your audio-visual needs.

RENTAL SPACES

PRITZKER HALL OF REFLECTION

With its thirty-foot ceilings, streams of natural sunlight, and flickering candles throughout the room, the magnificent Pritzker Hall of Reflection serves as a stunning gathering place for your guests. Whether you envision a cocktail reception using our in-house high-boy and cabaret tables, or an intimate speaking engagement utilizing our portable audio-visual system, this unique space is guaranteed to provide a memorable event.

Capacity: Cocktail reception for 100, table and chair set-up for 50

MUSEUM HALL

A truly versatile space, Museum Hall can serve as a dining room for a full service catered meal or as a lecture space for an engaging seminar. Perfect for all-day conferences and training sessions, Museum Hall is equipped with microphones, projectors, and screens for your computer presentations, video clips, and much more.

Capacity: Reception space for 325, theater style seating for 300, table and chair set-up for 200



PRITZKER THEATER

Dramatically situated in the closing gallery of the Karkomi Permanent Exhibition, this modern, circular space is ideal for visual presentations, speakers and intimate meals.

*Capacity: Cocktail reception for 125,
chair set-up for 70*

GOODMAN AUDITORIUM

Plan a film presentation or host a speaker utilizing our state-of-the-art audio-visual system within Goodman Auditorium. Use our in-house grand piano to accompany the violins and cello for a classical music concert or use our 450 square foot stage for a theatrical performance.

Capacity: Theater style seating for 235

CLASSROOMS (6)

Perfect for a small lunch meeting or conference break-out sessions, each of our six classrooms is equipped with a 47" flat-panel television for viewing of movies or PowerPoint presentations. Classrooms can be configured in a variety of ways to best suit your needs. Collapsible air walls allow each room to double in size to accommodate larger groups in three separate classrooms. The classrooms are located on the lower level directly adjacent to Museum Hall.

*Capacity: Classroom seating for 13,
Combined classroom seating for 26*



Pictured above, top: Goodman Auditorium, © Robin Subar; bottom: Combined classroom space

THE LEGACY OF ABSENCE GALLERY

The Legacy of Absence Gallery is a fine art gallery which focuses on contemporary responses to genocides and other atrocities. Add an engaging element to your visit by sharing this dynamic and thought-provoking space with your guests.

Capacity: Cocktail Reception for 125

MAKE A DIFFERENCE! THE HARVEY L. MILLER FAMILY YOUTH EXHIBITION

This vibrant space uses interactive exhibits, games, and multimedia to help visitors of all ages have fun discovering ways to respect differences, address bullying, and take a stand on issues that matter to them.

Capacity: Flexible

MUSEUM CAFÉ

An informal gathering space as well as mid-session break area, the museum café offers area for food service and provides on-site vending machines.

Capacity: Table and chair seating for 75

STUDENT DINING HALL

This lower level area provides space for meals, break-out sessions and more informal meetings.

Capacity: Table and chair seating for 75



FREQUENTLY ASKED QUESTIONS



Does the Museum require kosher catering?

Kosher catering is not required for events held at the Illinois Holocaust Museum. Our preferred caterer list is available upon request.

What does the room rental fee include?

Your room rental fee includes an on-site events manager, set-up and break-down of our tables, chairs and easels, A/V needs, on-site parking, and security team.

What Museum staff are on-site during the event?

During all events, we have an events manager and security team on-site to assist with your event. In addition, our A/V team is available based on the needs of the rental.

Is on-site parking available?

Yes, free on-site parking is available for your guests.

Can my group receive a guided tour?

Private, docent-led tours are available for groups of ten or more. Guided tours of the Karkomi Permanent Exhibition are typically 2 hours in length.

Does the Museum require that we provide any staff for the event?

Yes, we do ask that you staff a registration table in our main lobby. This enables you to greet your guests, and check them in after they pass through security.

What hours is the Museum available for rental?

The Museum is available for rental seven days a week. Events held outside Museum hours will incur a surcharge to cover security overtime fees.

Can we tour the Permanent and Special Exhibition galleries as a part of our rental?

Yes, admission to the Exhibition galleries can be incorporated into your rental.

Does the Illinois Holocaust Museum & Education Center offer a non-profit rental discount?

Yes, the Museum is pleased to offer a 20% discount to non-profit organizations.

MUSEUM CAPACITY

ROOM	CAPACITY
6 single classrooms/3 combined classrooms	13 per Single Classroom 26 per Combined Classroom
Goodman Auditorium	235 Theater Style
Legacy of Absence Gallery	125 Reception Style
Museum Café	75 Café Style
Pritzker Hall of Reflection	100 Cocktail Style 50 Table Set-up
Pritzker Theater	125 Cocktail Style 70 Table Set-up
Museum Hall	325 Reception and Theater Style 200 Table Set-up
Student Dining Hall	75 Café Set-up
Make a Difference! The Harvey L. Miller Family Youth Exhibition	Flexible
<i>All locations subject to availability</i>	

ADDITIONAL OPTIONS AVAILABLE

OPTIONS AVAILABLE	LOCATION
On-site Events Manager	All Rental Spaces
On-site A/V Technician	All Rental Spaces
Easels	All Rental Spaces
Grand Piano	Goodman Auditorium
Laptop Projection onto TV Screens and DVD Player	Classrooms, Goodman Auditorium, and Museum Hall
Microphones	Goodman Auditorium, Hall of Reflection, and Museum Hall
Projector, DVD, and Screen	Goodman Auditorium and Museum Hall
Tables and Chairs	All Rental Spaces

RENTAL OVERVIEW

RESERVING A SPACE

To reserve an event date, interested parties must contact the Museum's Special Events department to discuss date(s) and spaces. Upon mutual agreement, the Museum will provide a Facility Rental Agreement to the Licensee. No special event is considered confirmed until the Museum has received the following:

- Signed Facility Rental Agreement
- 25% non-refundable deposit of space rental fee
- Certificate of Insurance

The balance of the facility rental fee must be paid no later than 30 days prior to the scheduled event. Any additional expenses incurred during the event will be billed promptly by the Museum and are due no later than 15 days after the event.

Licensee may cancel its event reservation without further payment of any balance owed for the room rental fee, no less than 30 days prior to the scheduled event. If Licensee cancels its event reservation less than 30 days prior to the Event, the Licensee shall pay to the Museum the entire balance of the room rental fee due and owing on the date of the cancellation.

Payments are accepted via check and/or major credit card. Checks should be made payable to: Illinois Holocaust Museum & Education Center (ILHMEC) and mailed to the address below:

Illinois Holocaust Museum & Education Center
Attn: Laura Beth Wolfe
9603 Woods Drive
Skokie, IL 60077

Credit card payments can be sent via email to eventbookings@ilhmec.org or sent via fax to (847) 967-4815.

INSURANCE

At least 14 days prior the event date, the Licensee shall provide the Illinois Holocaust Museum and Education Center with evidence of non-cancelable insurance coverage of the following types and in the following amounts issued by an insurer acceptable to the Illinois Holocaust Museum, and licensed to do business in the State of Illinois. The Licensee represents and warrants that such insurance shall be in effect through the event Date, shall be written on an occurrence basis, and shall name the Illinois Holocaust Museum as an additional insured:

- Employer liability: \$1,000,000
- Commercial general liability for bodily injury, personal injury, and property damage claims: \$1,000,000
- Commercial automobile liability for bodily injury and property damage claims arising out of owned, non-owned, and hired vehicles: \$1,000,000
- Subrogation: Licensee's liability policy shall contain a waiver of subrogation endorsement provided the same is commercially available

BUILDING

In conjunction with state law, the Museum is a smoke-free environment and all guests are asked to not smoke within the museum as well as within fifteen feet of Museum entrances/exits.

All decorations and signs provided by the Licensee must be freestanding and not interfere or disturb in any manner Museum exhibits or other property. No nails, tacks, unapproved tape or glue may be used on the walls, floors, or other surfaces. If tape is needed, the Museum will provide the appropriate tape for the Museum walls, with sufficient notification of the request.

CATERING

If Licensee elects to hire a caterer for the event, such caterer must be pre-approved by the Museum. The Museum does have a list of preferred caterers and serve-ware vendors should Licensee need assistance in selecting a caterer/service-ware provider. The Museum shall have no responsibility for the acts or omissions of any caterer. The Museum does not permit donated food or beverages.

In regards to alcohol, the Illinois Holocaust Museum does not carry a liquor license. Only caterers approved by the Museum are authorized to serve liquor during the event. Under no circumstances is liquor to be sold by the Licensee during the event, except as provided by the approved caterer.

The Museum has a "no red" policy and kindly requires that red food and beverage items (i.e. red wine, red pasta sauce, etc) not be served onsite.

FLORAL

If Licensee is using flowers at the event, the flowers must be in water only. No dirt will be permitted on the premises. All floral arrangements must arrive and leave the Museum on the same day. No flowers may be left in the Museum overnight.

OPEN FLAME POLICY

Open flames are prohibited; however votive candles or enclosed candles on table tops are allowed. Sterno flames associated with the catering are permissible.

AUDIO & VISUAL

Any A/V needs must be discussed with the Museum's Special Events team prior to the event to determine feasibility. Typically the following are available:

- Goodman Auditorium – Podium microphone, lavalier microphones (up to four), wireless handheld microphone, DVD/CD, PowerPoint projection
- Hall of Reflection – Wireless handheld microphone, CD
- Museum Hall – Podium microphone, lavalier microphone, wireless handheld microphone (up to three), DVD/CD, PowerPoint projection

LIGHTING

The Licensee and any person that the Licensee hires or employs may use only lighting to create special effects during the Event and only in designated areas approved by the Illinois Holocaust Museum. Any other effects, including fire, smoke, or fog, are prohibited.

ELECTRICAL NEEDS

All electrical wires, power cords, or other wires must be taped to floors with gaffers tape provided by the Licensee. No usage shall be permitted that may, in the judgment of the Illinois Holocaust Museum, overload or otherwise compromise the electrical systems of the Illinois Holocaust Museum property.

VENDORS

Should the Licensee opt to use a non-Museum recommended vendor, the names and contact information of such vendors must be provided to the Special Events team prior to the event.

PLANNING AND SET-UP

Events will be coordinated in the appropriate space determined by the format of the event as well as the anticipated attendance count. Each rental location within the Museum allows for pre-determined configuration(s). A pre-event walk-through is encouraged to allow the Licensee the opportunity to get a feel for the rental space and for Museum staff to help gauge what the Licensee may need facility wise.

The Licensee and all associated vendors will be allowed access to the Museum one hour prior to the start of the event to prepare for the arrival of guests. In addition, they will have one hour to gather all materials and vacate the facility after the scheduled event end time.

MAINTENANCE / JANITORIAL SERVICES

Museum maintenance staff will ensure that the rental facilities are in a state of readiness ahead of the event as well as oversee post-event clean up of the Museum facility. Should extensive cleaning services be required due to the special event, an additional housekeeping charge shall be assessed. Caterers are responsible for all food-service related clean-up where food and beverages are being prepared and served.

DELIVERY AND SHIPPING MATERIALS

Event materials may be delivered directly to the Museum. Due to limited storage facilities, deliveries must be made on the day of the event and removed immediately following the event. Delivery of such items should be arranged in advance with the Museum's Special Events department and coordinated through the entryway designated by Museum staff.

INVITATIONS AND PRINTED MATERIALS

All printed and web materials relating to events that reference the Illinois Holocaust Museum & Education Center must be submitted to the Museum's Special Events department for review and approval no less than 72 hours prior to being printed / posted online.

GUEST LIST

A guest list of the names of all registered attendees must be provided prior to the start of the event. The Licensee agrees to staff a check-in table within the Museum lobby utilizing this attendee guest list.

SECURITY

The Museum's security personnel will be on-site for set-up, duration of the event, as well as during breakdown activities at no additional charge for events held during normal museum hours. Additional security can be requested at an additional charge during regular Museum hours. All events held outside of regular Museum hours will incur a security charge equal to the fee necessary to keep security personnel on-site after hours.

If Licensee, its vendors, featured presenters or guests should have their own additional private security, the Illinois Holocaust Museum Special Events department must be advised in advance of the event and such private security must coordinate with Museum security.

PARKING

The Museum has 145 free parking spots available on-site. If the Licensee elects to hire a valet service, the selected valet service is subject to the approval of the Illinois Holocaust Museum. Once approved, Licensee is entirely responsible for any and all costs and liability associated with it shall be the sole responsibility of the Licensee. Should additional parking be needed, inquiries can be made regarding reserving additional spaces at the lot adjacent to the Museum.

MEDIA / PHOTOGRAPHY / VIDEOGRAPHY

Per Museum policy, photos and videos may not be taken within the exhibition galleries. Photos and videos may be taken in designated rental spaces with pre-approval from the Special Events department. All media are requested to contact the Special Events department prior to the event for assistance and approval.

GIFTS

The Legacy Shop offers an array of items for sale including jewelry, house wares, educational materials, and unique Judaic works from around the world. The gift shop is open during Museum hours and items can be pre-purchased for attendees ahead of a rental event. Please contact the Special Events department for any special arrangements.

RENTAL REQUEST FORM

We appreciate your interest in hosting an event at the Illinois Holocaust Museum & Education Center!
Please fill out the form below and our Special Events team will follow-up with you to reserve a space for your event.

CONTACT INFORMATION

First Name _____ MI _____ Last Name _____

Company Name (if applicable) _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email Address _____

Website _____

TYPE OF EVENT

- Business Meeting Seated Dinner Reception Wedding
 Corporate Training Concert / Film Presentation Lecture
 Other (please specify) _____

SPACE REQUESTED

- Museum For A Day Approximate Number of Guests: _____
 Pritzker Hall of Reflection
 Museum Hall Preferred Date and Time of Event:
 Pritzker Theater Choice 1 _____
 Goodman Auditorium Choice 2 _____
 Legacy of Absence Gallery Choice 3 _____
 Make a Difference!
 The Harvey L. Miller Family Youth Exhibition
 Classroom(s) Spaces
 Museum Café
 Student Dining Hall

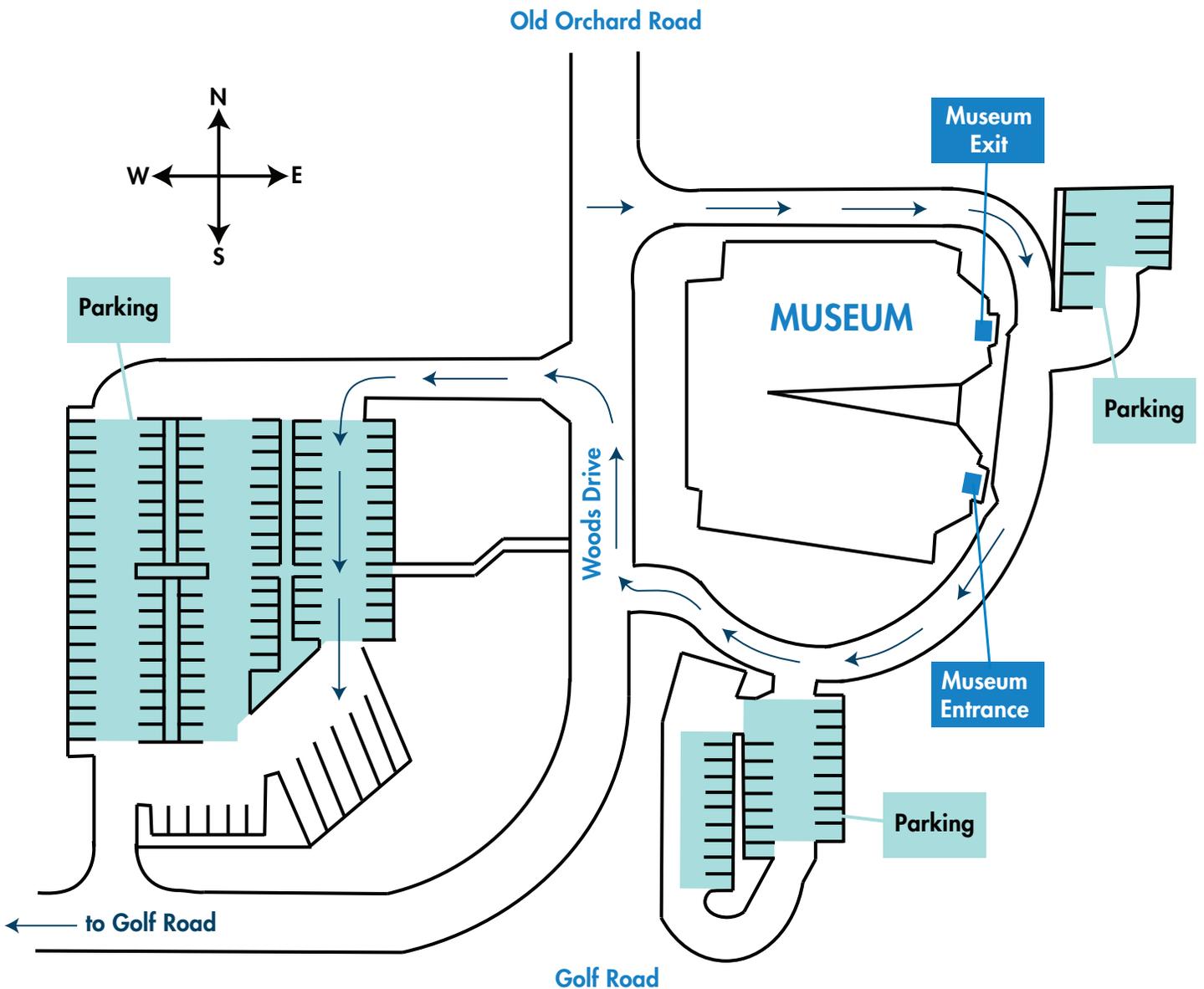
Would you like to include access to the exhibition galleries? Yes No

Would you like to include docent-led tours? Yes No

For any inquiries, please contact our Special Events department at:

T: (847) 967-4884 F: (847) 967-4815 Email: Eventbookings@ilhmec.org

LOCATION



DRIVING - FROM THE NORTH via I-94:

- Take the Edens Expressway (I-94) east to the Old Orchard exit.
- From the exit ramp, turn right onto Old Orchard Road.
- Turn left onto Woods Drive, about 1/4 mile down.
- The Museum will be on your left. Free parking is available around the Museum.

DRIVING - FROM THE SOUTH via I-94:

- Take the Kennedy Expressway (I-90/94) west.
- Merge onto the Edens Expressway (I-94) going west to the Old Orchard exit.
- From the exit ramp, turn left onto Old Orchard Road.
- Turn left onto Woods Drive, about 1/4 mile down.
- The Museum will be on your left.

DRIVING - FROM THE SOUTH via I-294:

- Take the Tri-State Tollway (I-294) north to the Dempster St. east (US-14) exit.
- From the exit ramp, turn right onto Dempster Street (US-14). Drive east about 3.5 miles.
- Turn left onto Waukegan Road. Drive north about 1 mile.
- Turn right onto Golf Road. Drive east about 2 miles.
- Turn left onto Woods Drive.



CONTACT

Laura Beth Wolfe

Operations and Special Events Manager

eventbookings@ilhmec.org

T: 847.967.4884 F: 847.967.4815