



Frank Lloyd Wright Trust

CHICAGO

Robie House Facility Rental Information

The Frank Lloyd Wright Trust is a private, non-profit institution founded in 1974. The mission of the Frank Lloyd Wright Trust (FLWT) is to engage, educate and inspire the public through architecture, design and the legacy of Frank Lloyd Wright and to preserve our historic sites.

Inspired by the expansive landscape of the Midwest prairie, the Frederick C. Robie House on the University of Chicago campus is considered one of the most important buildings in the history of American architecture. This groundbreaking Prairie style house is inscribed on the UNESCO World Heritage List.

The amazing contemporary spaces of the Robie House are the ideal setting for professional and personal gatherings, including:

- Cocktail receptions
- Seated dinners
- Lectures and workshops

The FLWT does not intend to rent its facility for: certain political events or religious services; formals or proms; or events where entrance requires on-site ticket purchase. FLWT reserves the right to exclude any rental deemed to be a risk to our property or interest.

The FLWT reserves the right in its sole discretion to amend or revise these Guidelines, Policies and Procedures from time to time.

Due to the historic landmark nature of the Robie House, wheelchairs and walkers have very limited accessibility. Strollers are not permitted in the house.

Rental Options

Location

Robie House
5757 South Woodlawn Avenue
Chicago, IL 60637

Buffet-style Seated Dinner

- \$5,000 rental fee, includes Trust staff presence (some discounts may apply)
- Up to 3 hours
- Ground level only for dinner
- Capacity 40 guests

Cocktail Reception (food limited to ground floor and main floor kitchen)

- \$5,000 rental fee, includes Trust staff presence (some discounts may apply)
- Up to 2 hours
- Food limited to ground floor and main floor kitchen
- Capacity 60 guests
- Alternatively, arrange an intimate Twilight Tour with reception

Lecture/Workshop/Symposium/Discussion Group

- \$600 rental fee
- Up to 2 hours
- Capacity 16-40 guests

Additional Options

The Robie gift shop may be open for guests during events for an additional \$100 fee. Individual gifts for guests and table adornments in a quantity of four or more items may be pre-purchased from the Robie Shop at a 15% discount.

TOURS

Food and Beverage

When hosting an event at the Robie House please choose from one of the approved caterers listed. In order to help with the preservation and restoration of the Robie House, some limitations have been placed on the type of food and drinks allowed in the building. Items which may stain the carpet or furnishings are not permitted in the Robie House including, but not limited to strawberries, cherries, red wine, coffee, etc. All of our approved caterers are aware of and able to comply with the limitations of the house. Our approved caterers will do their best to accommodate your every need. Food is only allowed on the ground floor.

Cash and self-serve bars are not permitted. Bartender must be present. All patrons consuming alcoholic beverages on the premises must be at least 21 years of age with proper identification present. Frank Lloyd Wright Trust staff reserve the right to refuse service to any patron we feel may be over served or not of legal age.

<p>Calihan Catering 833 W. Haines Chicago, IL 60642 Phone: 312-587-3553 Fax: 312-587-3522 Contact: John Calihan johnc@calihancatering.com www.calihancatering.com</p>	<p>Entertaining Company 1640 W. Walnut Chicago, IL 60612 Phone: 312-447-8344 Fax: 312-829-2812 Contact: Kenneth Woodman Kenneth@entertainingcompany.com www.entertainingcompany.com</p>
<p>Jewell Events Catering 424 N. Wood Street Chicago, IL 60622 Phone: 312-374-8203 Fax: 312-829-9791 Contact: Ashleigh Holt aholt@georgejewell.com www.jewelleventscatering.com</p>	<p>La Petite Folie 1504 E. 55th Street Chicago, IL 60614 Phone: 773-684-8882 Contact: Mary Masticola mmastriacol@aol.com www.lapetitefolie.com</p>
<p>Paramount Events 1932 W. Lake Street Chicago, IL 60612 Phone: 773-880-8044 Contact: Arianna Favia afavia@paramounteventschicago.com www.paramounteventschicago.com</p>	

The Frank Lloyd Wright Trust does not provide linens or utensils.

Inquire about table and chair needs. The Trust has a limited selection.

Guidelines and Restrictions

Decorations

To protect the integrity of the Robie House and the safety of visitors and guests, the FLWT must approve all decorations prior to the rental set-up. Placement of decorations must be coordinated with the FLWT Group Tours and Facility Rentals office. The final set-up is due ten (10) business days prior to the event. Decorations for special events may be delivered the day of the event and must be picked up the next day by 10AM. FLWT is not responsible for any items left following an event.

All décor and signs must be free standing. Signs attached to walls, ceilings or furniture is not permitted. The hanging of large signs or banners on the outside of the Robie House is not permitted.

Fresh cut flowers and dried floral decorations and arrangements are permitted; however, live potted plants (soil/dirt) are not permitted because of possible staining and/or infestations.

Open flames are not permitted within the Robie House. LED flameless tea lights are the only type of candles that can be used.

Confetti, glitter, feathers, rice, birdseed, balloons and bubbles are not permitted under any circumstances.

Any clean-up that is beyond normal wear and tear, or damages, will be charged to the client.

Entertainment

All musical entertainment should be approved by the Group Tours and Facility Rentals office. Music will be limited to acoustic instruments with an ensemble of a quartet or smaller.

Photography

All photographs must be for personal, non-commercial use only. Photographs may not be published, sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever. FLWT reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph.

Invitations, Printed Material, Advertising and Media

If referring to or illustrating the Robie House in any printed materials, advertising or media, the contents of all printed materials related to an event, including invitation copy, programs, promotional material and press releases must be submitted to FLWT prior to printing for approval. The Group Tours and Facility Rentals office will provide the final approval of all material. Please allow sufficient time for these approvals; a minimum of seven (7) days prior to printing deadline is required. Some printed materials may require the following disclaimer: "The views and opinions of this organization do not necessarily reflect the views and opinions of the Frank Lloyd Wright Trust."

Deliveries

All deliveries and pick-ups are processed through the Group Tours and Facility Rentals office in cooperation with the Operations Manager at the Robie House. Deliveries for your rental may be delivered the day of your rental. Your items must be picked up the next day following your event by 10AM. The FLWT is not responsible for loss or damage to property left on-site.

Set-up/Breakdown

Set-up for any special event held in the evening will not begin until after the last tour of the day is complete (tour schedule varies seasonally). Set-up may not interfere with FLWT guests at any time. The final layout for the rental is required ten (10) days prior to the event. After this point no changes may be made. Fire code and policy requires at least a six (6) foot wide pathway on either side of the room and a four (4) foot aisle down the middle. No emergency exits can be blocked at any time. Persons associated with any special event may arrive early, with Group

Tours and Facility Rental office's consent, to oversee or assist with the set-up, greeting guests or for any other appropriate reason. The doors of the Robie House are always locked and can only be opened by a designated staff member or volunteer. It is the responsibility of the rental organizer to communicate this information to early arrivals.

Breakdown must occur immediately following the event and all rental items and decorations must be removed from the event area(s) at that time. Guests and caterers are responsible for cleanup: due to limited storage space, FLWT reserves the right to dispose of any items left on site one (1) business day after the rental (also see Deliveries section).

All equipment must be placed so it will not endanger the art glass, furnishings, carpets, etc. No equipment, tables, chairs, etc. may be within six (6) feet of art glass.

Security and Staffing

Staffing is required for all uses of the Robie House and will be provided by the FLWT. Any event includes a required minimum of 2 staff members. Based on the number of persons at your event additional staffing and/or security personnel may be required for your event. An additional charge of \$25.00 per hour for each additional staff person will be charged to your rental.

Up to 40 guests – 2 staff members
41-60 – 3 staff members

Staff will be available to talk about the house and answer questions if desired.

Smoking

The FLWT is smoke-free. There is no smoking allowed in the Robie house or on the FLWT grounds.

Liability

Organizations and individuals must assume full financial responsibility for any damage to or loss of Frank Lloyd Wright Trust's property occurring during the use of the Robie House, and for any personal injury that may occur during, or as a result of such use.

Both the applicant and the caterer must furnish "event" liability insurance at least 21 days prior to use. A certificate of insurance must be furnished, showing personal liability coverage with a single limit of \$1,000,000 per occurrence for bodily and property damage. The Trust shall be listed as certificate holder on the certificate of insurance. In addition, proof of dram shop insurance must be supplied by the caterer to the Trust 21 days prior to the event.

Reservations/Deposits/Payment

A tentative available date for your event does not confirm your reservation. A tentative reservation will be held for 14 days and then will be released, unless a rental agreement is pending. A contract will be sent when a tentative reservation has been selected.

A reservation will only be considered confirmed when the FLWT receives a non-refundable deposit of \$500 and a signed contract agreeing with FLWT Guidelines, Policies and Procedures for Rental Events. The deposit must be received within 14 days of receiving the contract. All rental fees must be paid in full no later than thirty (30) days prior to the event date. Along with the full payment, a \$1,000 refundable security deposit is required. This deposit will be refunded to you 30 days after your event, providing no damage has occurred and all FLWT related costs are paid.

A single contact person must be designated in all matters regarding event arrangements. The designee indicated on the signed agreement can only make changes to the rental. All changes to original contracts must be made in writing

at least two weeks prior to the scheduled rental. Written confirmation will be sent by FLWT Group Tours and Facility Rentals office if request can be accommodated.

In the event that FLWT determines in its sole discretion, at any time, that a violation of the FLWT's policies or applicable laws, ordinances or regulations including unruly conduct or risk to the FLWT property is likely to occur with the use of its premises and/or equipment during the event, the FLWT reserves the right to cancel or terminate the function at any time including, but not limited to, the time when your event is in progress. Any such event, the FLWT shall retain all sums that have been paid. Any such determination shall be pursuant to the FLWT's designated representative's sole discretion and shall be binding and final. The FLWT shall not be liable to the client, the caterer or the event planner for any of the charges generated by, or any deposits made to any vendor or the other providers of services for the event.

If the client requests a cancellation more than sixty (60) days prior to the event, the client will be refunded all moneys paid to the FLWT. If the client requests a cancellation within sixty (60) days of the event, no fees paid to the FLWT will be refunded. Upon any cancellation request, client shall remain responsible for any costs incurred by FLWT for the event prior to such cancellation request as described in the applicable contract.