



1823 Church St.
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Private Room Leasing at Boocoo

Thanks for your interest in Boocoo Cultural Center. We are proud to provide excellent services and facilities to meet all of your room rental needs.

Leasing Policies and Procedures

Room Rental Scheduling Policies

1. Room rental at Boocoo is on a first come, first serve basis.
2. All room rentals must be approved by Boocoo's directors.
3. Room Rental agreements should be submitted to the Boocoo office at least 3 weeks prior to the requested date.
4. **A deposit of 50% of the total rental fee is due at the signing of lease agreement. An additional \$200 damage deposit is required upon signing of lease agreement.** This damage deposit will be returned at the end of the event.
5. Remaining balance for the room rental must be paid 7 days prior to the rental date.
6. Room Rental Agreements cancelled 21 days in advance will be refunded the 50% deposit and the damage deposit. Agreements cancelled less than 21 days prior to the event will forfeit the 50% deposit, but will be refunded the damage deposit.
7. Should additional charges be incurred prior to or during the event, an invoice will be issued to the contracting party/individual/organization, to be paid no more than 10 days after the date of the event.
8. Boocoo accepts credit cards (Visa or MasterCard), cash, or check payments.

General Space Rental Information

Room Rentals Include: Tables and Chairs (inquire about quantity)
Paper tablecloths, white (upon request)

General Event Policies

1. Contracting parties/individuals/organizations agree to the space capacity guidelines set forth by the City of Evanston's Fire Department. Boocoo reserves the right to monitor the number of participants at any given time during an event and escort excess guests out of the rented room.
2. Any use of Boocoo's name and/or logo in connection with events must be approved by Boocoo's directors.

3. All event deliveries must be received and handled by the event organizer. Boocoo, its staff, and volunteers cannot be responsible for receiving or holding deliveries.
4. All hosting parties are welcome to arrive 30 minutes prior to the event. A Boocoo staff member will be present to assist. Hosting parties are also expected to assist with clean up upon the event's conclusion. 30 minutes will be allowed after the event before any additional charges are incurred.
5. Parking for events at Boocoo is limited based on the time of day your event is taking place. Please check with the Boocoo office for parking availability for your event. Boocoo is not responsible for vehicles parked on the street or in the approved lot or for those vehicles that may be illegally parked as deemed by the city of Evanston and its officials.
6. Boocoo is not responsible for any lost or stolen items.
7. Any event involving people under age 18 must end in accordance with the City of Evanston's curfew laws.
8. Open events where the majority of guests are between the ages of 13 and 21 with 40+ guests require private security provided by Boocoo at a cost of \$100 per hour.

Food and Beverage Policies

1. Alcohol is not permitted in Boocoo or on its grounds at any time, for any event. Boocoo reserves the right to immediately remove anyone who is observed in violation of this policy.
2. No gum is permitted in the performance space.
3. Boocoo café offers catering for in house and off site events. Catering orders must be placed at least 10 days prior to the event. See our website for menu: www.boocoo.org
4. Outside food is permitted. Please notify Boocoo staff if you plan to bring your own food and drink.

Additional Charges or Penalties

1. Any damages incurred to Boocoo property before, during, or after an event will result in additional charges that will include the cost of repair including labor and materials. Theft or loss of Boocoo property before, during, or after an event will result in prosecution to the fullest extent of the law.
2. Events exceeding the contracted time will be charged an additional hour for every 15 minutes.
3. Boocoo reserves the right to allow or reject event proposals in which admission is charged at the door. Such events, if allowed, are subject to additional fees to be determined through the contracting process. This fact must be disclosed to Boocoo staff at the time of signing.
4. **At parties where the majority of guests are under age 21, deposits are required for the use of any Boocoo equipment. A \$100 deposit is required for the use of our PA system and \$200 deposit for the use of any audio/video equipment.**

Standard Pricing List

Room Rates

Room(s)	Max. Capacity	Deposit	Cost Per Hour
Performance Space/Party Room	80	50% of total lease	\$75
Café Extension	35	50% of total lease	\$40
Performance Space & Cafe Extension	220	50% of total lease	\$200

*Rates are subject to change without notice. Capacity listed is based on adults and does not take setup into account. Setup due to tables and chairs will reduce maximum capacity for the room.

Equipment and Personnel Charges

Item	Charge
LCD/Video Projector	\$20/event
DVD Player	\$10/event
Microphone	\$5/each
Security *see General Event Policies for requirements	\$100/hr
Sound System Rental	\$50/event

