



NATIONAL HELLENIC MUSEUM EVENTS





Events AT THE NHM

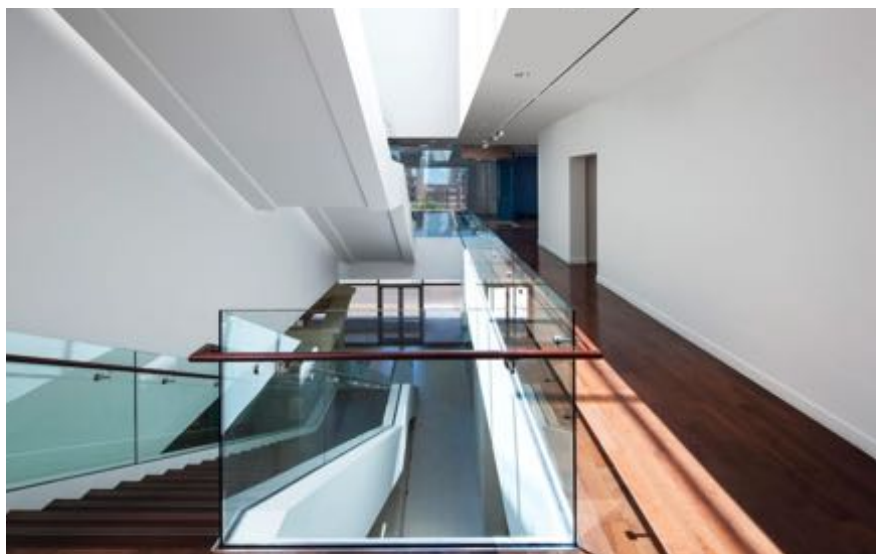
Located in the heart of Chicago's Greektown, the National Hellenic Museum boasts a contemporary design and a distinctive setting for all your special events.

- Alluring skyline views
- Prominent West Loop location
- Green LEED building standards
- Natural lighting with floor to ceiling windows
- Adaptable for a variety of styles and themes
- Registered as a 501(c)(3) nonprofit organization
- Spacious and contemporary design
- Spaces can be combined for a dynamic experience.
- All spaces are multipurpose and versatile to meet your rental needs.
- A member of the events team will be present at your event to manage the building temperature, let in vendors, and answer any building-related questions.
- Rentals are on a first-come first-served basis.
- Rentals can include private tours of the current exhibits and Museum (scheduled upon request).
- The National Hellenic Museum works with our preferred vendors and external vendors. Contact us for a list of preferred vendors.



FOR MORE INFORMATION
OR TO SCHEDULE AN ON-SITE VISIT
PLEASE CONTACT:

The Event & Space Rental Team
(312) 655-1234 ext. 22
events@hellenicmuseum.org



Weddings

AT THE NHM

Imagine sharing your vows with the iconic Chicago skyline as your backdrop, then walking down a grand staircase to meet your family and friends. There, in a stunning museum hall, your guests enjoy cocktails and hors d'oeuvres while sharing memories and dancing into the evening.

The National Hellenic Museum can be the place for your special day.

Our unique and versatile museum spaces can be combined to make your wedding day unforgettable. A contemporary base design will allow you to customize your style to bring your wedding vision to life.





Calamos

GREAT HALL

Capacity (not including vendors/staff):

Cocktail: 250

Theater: 230

Banquet: 215

Banquet with dance floor: 190

PRICING:

6hr event rental; all events must conclude by 11pm

MAY - OCTOBER (PEAK)

Monday - Thursday: \$3,000

Friday & Sunday: \$4,500

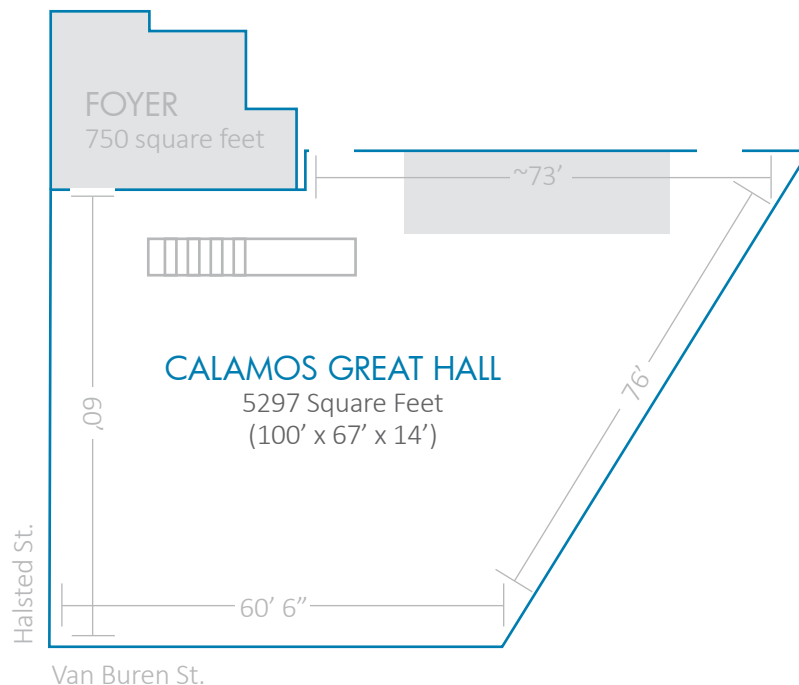
Saturday: \$5,500

NOVEMBER - APRIL (NON-PEAK)

Monday - Thursday: \$2,500

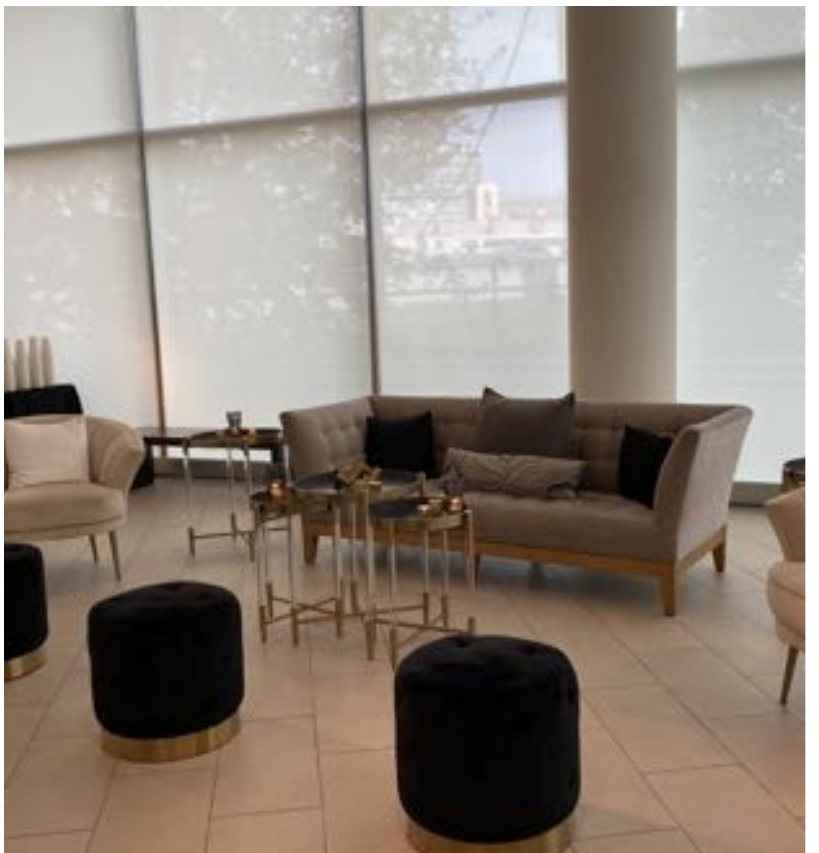
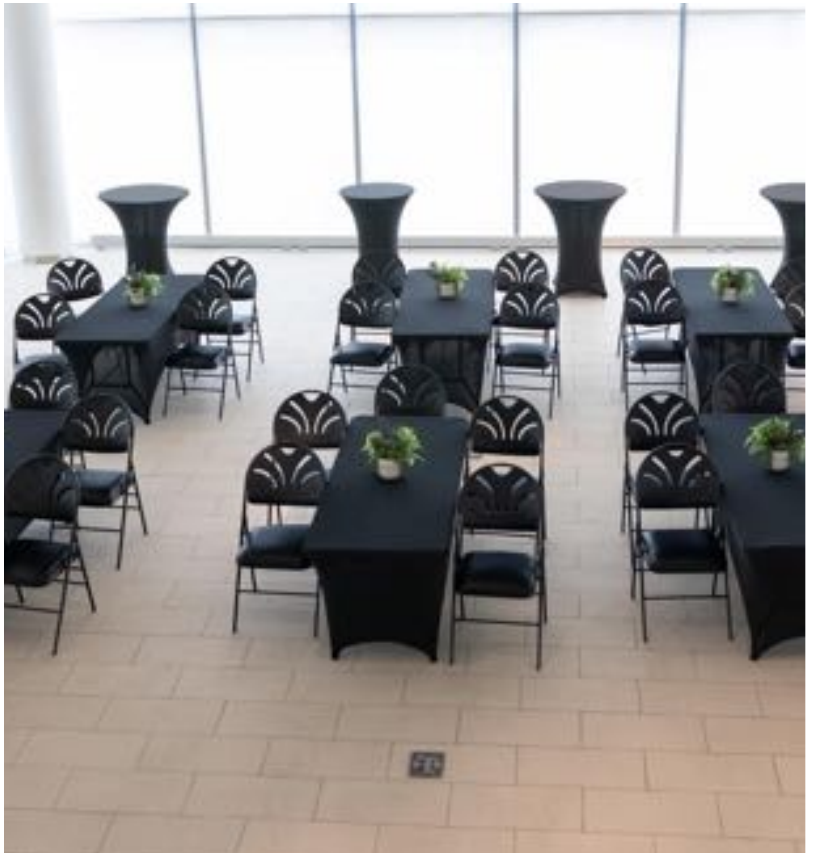
Friday & Sunday: \$3,500

Saturday: \$4,500



RENTAL FEE INCLUDES:

- Event Space
- Administrative Fees
- Two (2) hour set-up and one (1) hour strike time in addition to Event times
- Museum staff member to manage the building and answer building-specific questions (does not include event execution or food or beverage service assistance)
- Security (based on guest count)



Kamberos

SPECIAL EVENTS HALL

Capacity (not including vendors/staff):

Cocktail: 100
Theater: 70
Banquet: 65
Banquet with dance floor: 40

PRICING:

6hr event rental; all events must conclude by 11pm

MAY - OCTOBER (PEAK)

Monday - Thursday: \$1,500
Friday - Sunday: \$2,000

NOVEMBER - APRIL (NON-PEAK)

Monday - Thursday: \$1,000
Friday - Sunday: \$1,500

RENTAL FEE INCLUDES:

- Event Space
- Administrative Fees
- Two (2) hour set-up and one (1) hour strike time in addition to Event times
- Museum staff member to manage the building and answer building-specific questions (does not include event execution or food or beverage service assistance)
- Security (cost based on guest count)





Rooftop

TERRACE

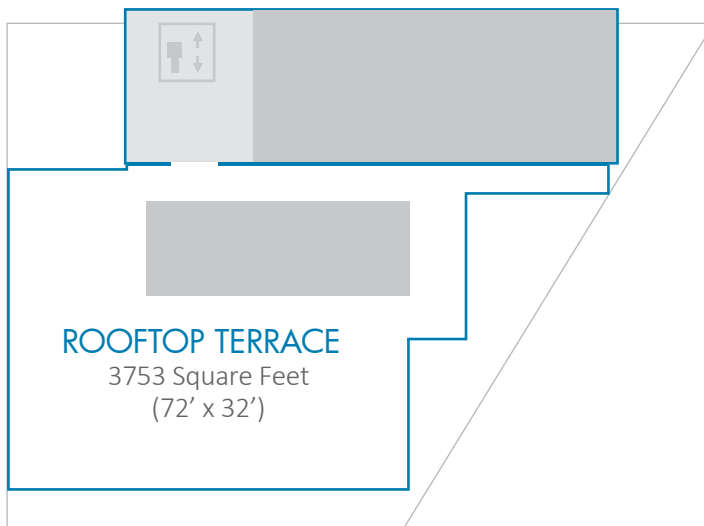
Capacity (not including vendors/staff):

Cocktail: 165

Theater: 130

Banquet: 125

Banquet with dance floor: 100



PRICING:

6hr event rental; all events must conclude by 11pm

MAY - OCTOBER (PEAK)

Monday-Sunday: \$1,000

NOVEMBER - APRIL (NON-PEAK)

Weather-dependent - please contact staff to discuss needs.

Kamberos Special Events Hall is backup space in case of inclement weather.

RENTAL FEE INCLUDES:

- Event Space
- Administrative Fees
- Two (2) hour set-up and one (1) hour strike time in addition to Event times
- Museum staff member to manage the building and answer building-specific questions (does not include event execution or food or beverage service assistance)
- Security (cost based on guest count)

FAQ

How do I schedule a tour?

Email events@nationalhellenicmuseum.org to request a tour. For event inquiries please include the following: type of event, preferred date, and anticipated guest count.

Can I bring in outside vendors?

Yes, all vendors will be need to be hired by you for your event. We have a Preferred vendor list and some vendors, such as catering, furniture rental, and some others, must be selected from our list. Certificates of Insurance must be provided to the Museum 30 days before your event. You may supply your own alcohol, but all alcoholic beverages must served by a licensed bartender and/or your catering staff. Ask about our list of preferred vendors!

Can I have catered food dropped off and then serve it myself?

No, we require that all food be served by licensed catering staff for health and safety reasons.

Do vendors have access to the loading dock?

Yes, of course! We have a loading dock in our back lot for vendor access/load in & load out. Please note our parking lot is very tight and vendors should be scheduled accordingly by your event coordinator to avoid congestion. Please be courteous of staff parking as we cannot block staff vehicles.

Is there parking for my guests?

There is no onsite parking. Our back parking lot is reserved for staff members, security personnel and vendor access only. You may hire a valet service and we are happy to provide valet referrals.

Is there a coat check?

There is no coat check room and no attendant, but we do have coat racks with hangers available for your use.

What is the booking process?

An event booking is not secure until a signed agreement and 50% deposit are received.

Are there any additional fees?

We require a \$1,000 security deposit, which is fully refundable pending no damages. We require the use of NHM security personnel at an hourly rate.

Are tables and chairs included in your rental price?

There is no furniture at the museum. All items must be rented from one of our Preferred Vendors.

Is there Wifi available in the space?

Yes, we have commercial-grade WiFi.

Do you have a sound system we can use?

You will need to rent a sound system from one of our Preferred Vendors.

Can we set up custom decorations or DIY floral?

Because conservation and preservation are of the utmost importance, all décor must be approved in advance by the Museum's staff. Nothing may be affixed to any interior or exterior surface of the Museum. You will need to hire an insured professional for any installation that involves a ladder.

Florals must be provided by one of our Preferred Vendors, as there are specific guidelines regarding what types of flowers and plants are allowed to be used at the museum.

Are there hotels nearby?

The Crowne Plaza West Loop is the closest hotel to the venue. There are also Hyatt House Chicago and Hampton Inn Chicago nearby.

How long is our rental window? When can we start setting up?

We offer a 9-hour event window that includes setup (2 hours) and breakdown (1 hour). We have an 11:00 pm curfew for all events. The event should end one hour before the rental window ends. If you would like to set up earlier than the contracted time you can discuss this with the venue team.

Can we have our stuff dropped off the day before? How about picking up the day after?

Please plan to have everything dropped off and picked up on the same day, as the museum does not have storage space and is open during the day for visitors.

Can we ship packages to your venue?

Unfortunately, we are not set up to receive packages. Please ship your items to the nearest shipment company for in-store pickup.

Is your space handicap accessible?

Yes, it is fully accessible, including all restrooms.

Do you have a coat room?

We have plenty of coat racks but no designated coatroom.

Do you have a bridal suite?

We do not have a bridal suite. Wedding parties take advantage of our multi-level venue and have access to multiple spaces to get ready.

Do you have a kitchen?

We only provide a prep space for caterers with a sink. No cooking can take place onsite.

Do you have an event planner on staff?

Our team is available to help answer building-specific questions throughout the process but we cannot take the place of a day-of coordinator. There will be a venue representative on-site throughout the entirety of your event but we are only facilities management. We have a list of professionals that we recommend for you to hire.

Do we need insurance?

You will need to purchase "Day of Event Insurance" per the insurance guidelines, and it will need to be submitted 30 days prior to your event.

Do you allow shots?

Along with the rest of Chicago's stand alone venues, our liquor licensing does not permit this. We recommend looking into restaurants with private spaces if you'd like to include this type of beverage into your festivities.

Do you allow food trucks or street side activities?

We are not able to allow private events to occupy the streets surrounding the museum. It is a city regulation and insurance will not cover any street side incidents.



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nationalhellenicmuseum.org

