

The Owl

PRIVATE PARTY
INFORMATION

PRIVATE PARTY SPACE



THE ENTIRE BACK ROOM AT THE OWL IS AVAILABLE FOR PRIVATE PARTIES OF 30-80 GUESTS. THE BACK ROOM INCLUDES LOW-TOP TABLES AND SEATING, AND A STAGE WITH LOUNGE SEATING, AS WELL AS A PHOTO BOOTH, AND A GOOD THINGS VENDING MACHINE. THE BACK ROOM DOES NOT HAVE A PRIVATE BAR/BARTENDER, SO ALL DRINKS WILL NEED TO BE ORDERED FROM THE MAIN BAR.





REQUIREMENTS



THE BACK ROOM CAN BE RESERVED FOR UP TO 3 HOURS UNTIL 11PM ON FRIDAYS & SATURDAYS. WEEKDAY RESERVATIONS ARE AVAILABLE AS WELL, PLEASE INQUIRE. WE REQUIRE A MINIMUM OF 30 GUESTS TO RESERVE THE BACK ROOM PRIVATELY. THERE ARE 2 BAR OPTIONS TO CHOOSE FROM FOR PRIVATE PARTIES IN THE BACK ROOM:

CASH BAR WITH A BAR SPENDING MINIMUM:

FOR PRIVATE PARTIES THAT CHOOSE A CASH BAR (PAY AS YOU GO) WE REQUIRE A **\$1000 BAR SPENDING MINIMUM** FOR THE 3-HOUR TIMEFRAME. CASH AND CARD ARE ACCEPTED. ALL GROUP AND INDIVIDUAL BAR TABS WILL APPLY TO THE MINIMUM SPEND AMOUNT.

DRINK PACKAGE WRISTBANDS (PER-PERSON):

WE OFFER TWO DRINK PACKAGES OF \$50 AND \$60 PER PERSON, EACH IS GOOD FOR 3 HOURS OF OPEN BAR. THE \$50 PACKAGE INCLUDES A BASIC LIST OF OUR SPIRITS, BEER, AND WINE. THE \$60 PACKAGE INCLUDES EVERYTHING IN THE \$50 PACKAGE, PLUS A LARGER SELECTION OF SPIRITS AND BEER AS WELL AS A SELECTION OF OUR SIGNATURE CRAFT COCKTAILS. OUR PACKAGES DO NOT INCLUDE SHOTS. ALL PARTY GUESTS ARE REQUIRED TO PURCHASE A DRINK PACKAGE WRISTBAND UPON ARRIVAL WITH CASH IN ORDER TO ENTER THE BACK ROOM. **PLEASE BE SURE TO NOTIFY YOUR GUESTS THAT CASH IS REQUIRED.**

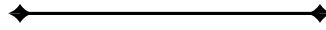
NOTE:

IN BOTH PACKAGES, GRATUITY IS NOT INCLUDED. WE ENCOURAGE GUESTS TO TIP ACCORDINGLY TO THEIR PROVIDED BAR SERVICE.



BAR OPTIONS:

CASH BAR WITH A BAR SPENDING MINIMUM



THERE ARE SEVERAL FLEXIBLE PAYMENT OPTIONS
THAT CAN BE CUSTOMIZED FOR YOUR EVENT!

INDIVIDUAL TABS:

GUESTS OPEN THEIR OWN TAB AND/OR PAY AS THEY GO. ALL INDIVIDUAL BAR TABS WILL APPLY TO THE BAR SPENDING MINIMUM.

GROUP TAB:

THERE ARE SEVERAL DIFFERENT OPTIONS TO RUNNING A GROUP TAB FOR YOUR PARTY:

OPEN BAR-RUN A GROUP TAB FOR THE ENTIRE PARTY.

OPEN BAR WITH EXCEPTIONS-RUN A GROUP TAB CUSTOMIZED TO INCLUDE OR EXCLUDE CERTAIN DRINKS (EX. NO SHOTS OR TOP-SHELF LIQUOR). IF A GUEST WANTS A DRINK THAT IS EXCLUDED, THEY MAY PURCHASE IT ON THEIR OWN INDIVIDUAL TAB. ALL TABS WILL APPLY TO THE BAR SPENDING MINIMUM.

RUN A GROUP TAB FOR A CERTAIN PERIOD OF TIME-(EX. THE FIRST 2 HOURS). AFTER THE SPECIFIED TIME, THE PARTY WILL SWITCH TO INDIVIDUAL TABS. ALL TABS WILL APPLY TO THE BAR SPENDING MINIMUM.

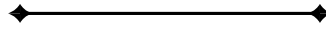
RUN A GROUP TAB UP TO A CERTAIN AMOUNT-(EX. THE FIRST \$300). ONCE THE GROUP TAB HITS THE SPECIFIED AMOUNT, THE PARTY WILL SWITCH TO INDIVIDUAL TABS. ALL TABS WILL APPLY TO THE BAR SPENDING MINIMUM.

USE OF DRINK TICKETS TO BE APPLIED TO GROUP TAB-(EX. EACH GUEST RECEIVES 1 DRINK TICKET TO PURCHASE BEER, WINE, OR WELL LIQUOR.)



BAR OPTIONS:

\$50 DRINK PACKAGE WRISTBANDS



\$50 DRINK PACKAGE:

INCLUDES ALL DRAFTS, CANS, & BOTTLES \$7 AND UNDER.

INCLUDES ALL SELTZERS & WINE.

INCLUDES ALL SODA & JUICE.

INCLUDES THE FOLLOWING LIQUORS:

VODKA: ABSOLUT, KETEL ONE, STOLI + FLAVORS, TITO'S

GIN: BEEFEATER, LETHERBEE, DOCTORS DOOR, TANQUERAY

RUM: BACARDI SILVER, CAPTAIN MORGAN, GOSLINGS, MALIBU

TEQUILA: EL BUHO

WHISKEY: BUFFALO TRACE, CROWN ROYAL, FIREBALL, FOUR ROSES, JACK DANIEL'S, JAMESON,

JIM BEAM, KNOB CREEK, MAKER'S MARK, OLD GRAND-DAD, OLD OVERHOLT,

POWERS, RITTENHOUSE RYE, SEAGRAM'S 7, TULLAMORE DEW

SCOTCH: DEWAR'S WHITE LABEL

LIQUEUR: BAILEYS IRISH CREAM, CHARTREUSE GREEN, CYNAR, DISARONNO, FERNET BRANCA,

FRANGELICO, GRAND MARNIER, JÄGERMEISETER, JEPPSON'S MALÖRT, KAHLÚA, LETHERBEE

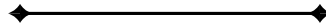
BESK, ROMANA SAMBUCA, RUMPLE MINZE, SOUTHERN COMFORT

***SHOTS ARE NOT INCLUDED**



BAR OPTIONS:

\$60 DRINK PACKAGE WRISTBANDS



\$60 DRINK PACKAGE:

INCLUDES ALL DRAFTS, CANS, & BOTTLES \$9 AND UNDER.

INCLUDES RED BULL / RED BULL COCKTAILS.

INCLUDES THE OWL SIGNATURE CRAFT COCKTAILS.

INCLUDES THE FOLLOWING LIQUORS:

VODKA: ABSOLUT, KETEL ONE, STOLI + FLAVORS, TITO'S, CHOPIN, GREY GOOSE

GIN: BEEFEATER, LETHERBEE, DOCTORS DOOR, TANQUERAY, HENDRICK'S

RUM: BACARDI SILVER, CAPTAIN MORGAN, GOSLINGS, MALIBU, RON ZACAPA 23

TEQUILA: EL BUHO, CAZADORES REPOSADO, DON JULIO ANEJO, DON JULIO BLANCO,
DEL MAGUEY VIDA MEZCAL

WHISKEY: BUFFALO TRACE, CROWN ROYAL, FIREBALL, FOUR ROSES, JACK DANIEL'S, JAMESON,
JIM BEAM, KNOB CREEK, MAKER'S MARK, OLD GRAND-DAD, OLD OVERHOLT,
POWERS, RITTENHOUSE RYE, SEAGRAM'S 7, TULLAMORE DEW, BASIL HAYDENS, BOOKERS,
BULLEIT BOURBON, BULLEIT 95 RYE, ELIJAH CRAIG, TEMPLETON RYE

SCOTCH: DEWAR'S WHITE LABEL, GLENFIDDICH 12 YR, GLENMORANGIE, JOHNNY WALKER
BLACK, LAPHROAIG 10 YR

LIQUEUR: BAILEYS IRISH CREAM, CHARTREUSE GREEN, CYNAR, DISARONNO, FERNET BRANCA,
FRANGELICO, GRAND MARNIER, JÄGERMEISETER, JEPPSON'S MALÖRT, KAHLÚA, LETHERBEE
BESK, ROMANA SAMBUCA, RUMPLE MINZE, SOUTHERN COMFORT

***SHOTS ARE NOT INCLUDED**



PLANNING INFO

FOOD / CATERING:

WHILE THE OWL DOES NOT SERVE FOOD, PARTIES ARE WELCOME TO BRING IN OR HAVE ANY FOOD DELIVERED TO THE BAR DURING THE EVENT. PLEASE BE SURE TO BRING ALL NECESSARY PLATES, UTENSILS, NAPKINS, ETC. THE OWL CAN PROVIDE A FOLDING TABLE TO PLACE THE FOOD ON, IF NEEDED.

DECORATIONS / SETUP:

PARTIES ARE WELCOME TO DECORATE HOWEVER THEY'D LIKE, WE JUST ASK FOR NO GLITTER OR CONFETTI OF ANY KIND. PARTY HOSTS OR A DESIGNATED GUEST CAN ARRIVE PRIOR TO THE EVENT START TIME TO DECORATE/SET-UP, IF NEEDED.

MUSIC:

PARTIES ARE NOT ABLE TO PLAY THEIR OWN MUSIC IN THE BACK ROOM, HOWEVER, THERE WILL BE MUSIC PLAYING THROUGHOUT THE ENTIRE BAR AND THE BACK ROOM. MUSIC SELECTIONS AND VOLUME WILL BE SET BY THE STAFF.

CONFIRMATIONS:

A DIGITAL CONTRACT AND CARD ON FILE IS REQUIRED TO SECURE THE SPACE. THERE IS NO CHARGE OR HOLD ON THE CARD UNLESS THERE IS A LATE CANCELLATION OR DAMAGES. ANY DAMAGES INCURRED DURING THE PARTY WILL BE CHARGED TO THE CARD ON FILE AND YOU WILL BE NOTIFIED OF THE CHARGES. IF YOUR PARTY FAILS TO MEET THE BAR SPENDING MINIMUM, THE REMAINING DIFFERENCE MAY BE ADDED TO THE CARD ON FILE.

CANCELLATION POLICY:

A \$100 CANCELLATION FEE WILL BE APPLIED IF WE ARE NOT GIVEN A MINIMUM 14-DAY NOTICE OF CANCELLATION.

NO-SHOW POLICY:

A \$300 NO-SHOW FEE WILL BE APPLIED IF YOUR ENTIRE PARTY FAILS TO SHOW UP WITHOUT CANCELLING FIRST.

METHODS OF PAYMENT:


PAYMENT IS DUE IMMEDIATELY UPON COMPLETION OF THE PARTY. WE ACCEPT MASTERCARD, VISA, DISCOVER, AMERICAN EXPRESS, AND CASH. WE CANNOT ACCEPT PAYMENT BEFORE THE DAY OF THE SERVICES RENDERED.

TAX & GRATUITIES:

ALL BEVERAGE PRICES ARE SUBJECT TO A STATE SALES TAX. THERE IS NO AUTOMATIC GRATUITY ADDED TO ANY BEVERAGE SALES. WE SUGGEST LEAVING A 20% GRATUITY FOR THE STAFF WORKING YOUR EVENT.

The Owl

AT THE OWL, OUR GOAL IS TO MAKE
THE PLANNING OF YOUR EVENT AS STRESS-FREE
AND ENJOYABLE AS POSSIBLE!



PLEASE INFORM OUR SALES STAFF OF ANY NEED IN FINDING DECOR,
TRANSPORTATION, AV EQUIPMENT, DJS, BANDS, PHOTOGRAPHERS, FLORISTS,
OR ANY OTHER OUTSIDE SERVICE. WE ARE HAPPY TO RECOMMEND ONE OF
OUR PREFERRED VENDORS TO HELP MAKE YOUR PARTY PERFECT. IF THERE IS
SOMETHING IN THIS PACKET YOU DON'T SEE, JUST LET US KNOW!

THE OWL IS LOCATED AT:
2521 N Milwaukee Ave, Chicago, IL 60647
773.235.5300 / OWLBARCHICAGO.COM

TO RESERVE OUR PRIVATE PARTY SPACE,
PLEASE CONTACT OUR PRIVATE PARTY SALES TEAM AND
MENTION THE OWL, OR SUBMIT AN INQUIRY ONLINE:

EVENTS@FOUREG.COM
OWLBARCHICAGO.COM/PRIVATE-PARTIES