



# PALMHOUSE

*619 HOWARD ST. EVANSTON IL 60202*



# WELCOME TO PALMHOUSE

We are foodies. We are party hosts. We are cocktail connoisseurs.

We believe that your event should be as smooth as good tequila.

We are a community of Hospitality and Event professionals who are dedicated to making your next event THE BEST it can be. We have spent the last 10 years hosting a variety of events throughout Evanston + Chicagoland and kept coming back to how we could bring a city-vibe venue to the far north side. We've thrown enough parties to know what's most important, and want to help you simplify the event planning process to make it everything you dreamed of, without the fuss – and with that, PALMHOUSE was born.

*DAMN we love a good party, and can't wait to help you host your next celebration!*

*India Murphy*

FOUNDER + CREATIVE DIRECTOR

# About

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## THE SPACE

Located on the border of Roger's Park + Evanston, blending urban loft chic with accessibility to both downtown loop and Chicago's north Suburbs

Flexible 10,000 sq. ft all on one level, with 21 + 17 ft ceilings

Double bow truss ceiling with natural light from 2 skylights and glass garage doors leading to East Courtyard (est. spring 2022)

Polished concrete floors and exposed Chicago brick walls

35 ft long white quartz bar with backlit shelving

customizable pendant lighting, dimmable track lighting, and backlit 35ft long quartz bar

two open, yet defined spaces giving flexibility to your event for ceremonies, receptions, gala's and more

Full commercial kitchen with restaurant quality equipment,



About

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## FULL VENUE RENTAL

12 hour venue rental

### 2022 PEAK SEASON

FULL VENUE BOOKINGS

May - November

MON-THURS - \$3000

FRI/SUN - \$5500

SATURDAY - \$7500

### 2022 OFF PEAK

FULL VENUE BOOKINGS

December - April

MON-THURS - \$2500

FRI/SUN - \$4500

SATURDAY - \$6500

We have the most flexibility in pricing for non-profits in off-peak season, on weeknights, and FRI/SUN evenings. We prioritize partnerships with local non-profits. Email us for more information.

**\*\*Rental rates include PALMHOUSE amenities, furniture listed and all associated state and federal tax – but excludes bars sales (+tax and gratuity) to PALMHOUSE and any outside catering or vendor fees.**







## PARTIAL OR FULL VENUE HOURLY RENTALS

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### PEAK SEASON

#### ***May - November***

*Partial Venue - Parlor Room*

MON-THURS - \$250/Hour

FRI/SUN - \$350/Hour

SATURDAY - \$450/Hour

*Partial Venue - Main Room*

MON-THURS - \$350/Hour

FRI/SUN - \$450/Hour

SATURDAY - \$600/Hour

### OFF PEAK

#### ***December - April***

*Partial Venue - Parlor Room*

MON-THURS - \$200/Hour

FRI/SUN - \$300/Hour

SATURDAY - \$400/Hour

*Partial Venue - Main Room*

MON-THURS - \$300/Hour

FRI/SUN - \$400/Hour

SATURDAY - \$500/Hour

**4 Hour minimum booking - Setup and Breakdown must be included in time calculation**

**Hourly rentals are subject to availability, and do not include beverage + bar sales, or staffing costs**

# Included AMENITIES



## GREEN ROOM / WEDDING SUITE

One suite with 3-piece bathroom, vanity station; 2nd suite with wet bar, flat screen tv and banquette seating



## FULL COMMERCIAL KITCHEN

Metal Prep tables, Double Oven, Range, Flat top, and Fryers

## TABLES + CHAIRS

18, Farmhouse tables 40" x 8' + 40" x 9'  
250 Metal Tolix style Chairs  
8 Wood + metal round high top tables



## LOUNGE VIGNETTES

Varied lounge furniture, plants and rugs  
Ask about your furniture brochure



## BARWARE + GLASSWARE

Every bar packages includes varied glassware, wine, cocktail, rocks etc.



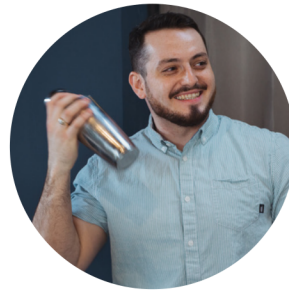


# Family Business

## OUR TEAM



**INDIA | FOUNDER**



**JANEK | BEVERAGE DIRECTOR**

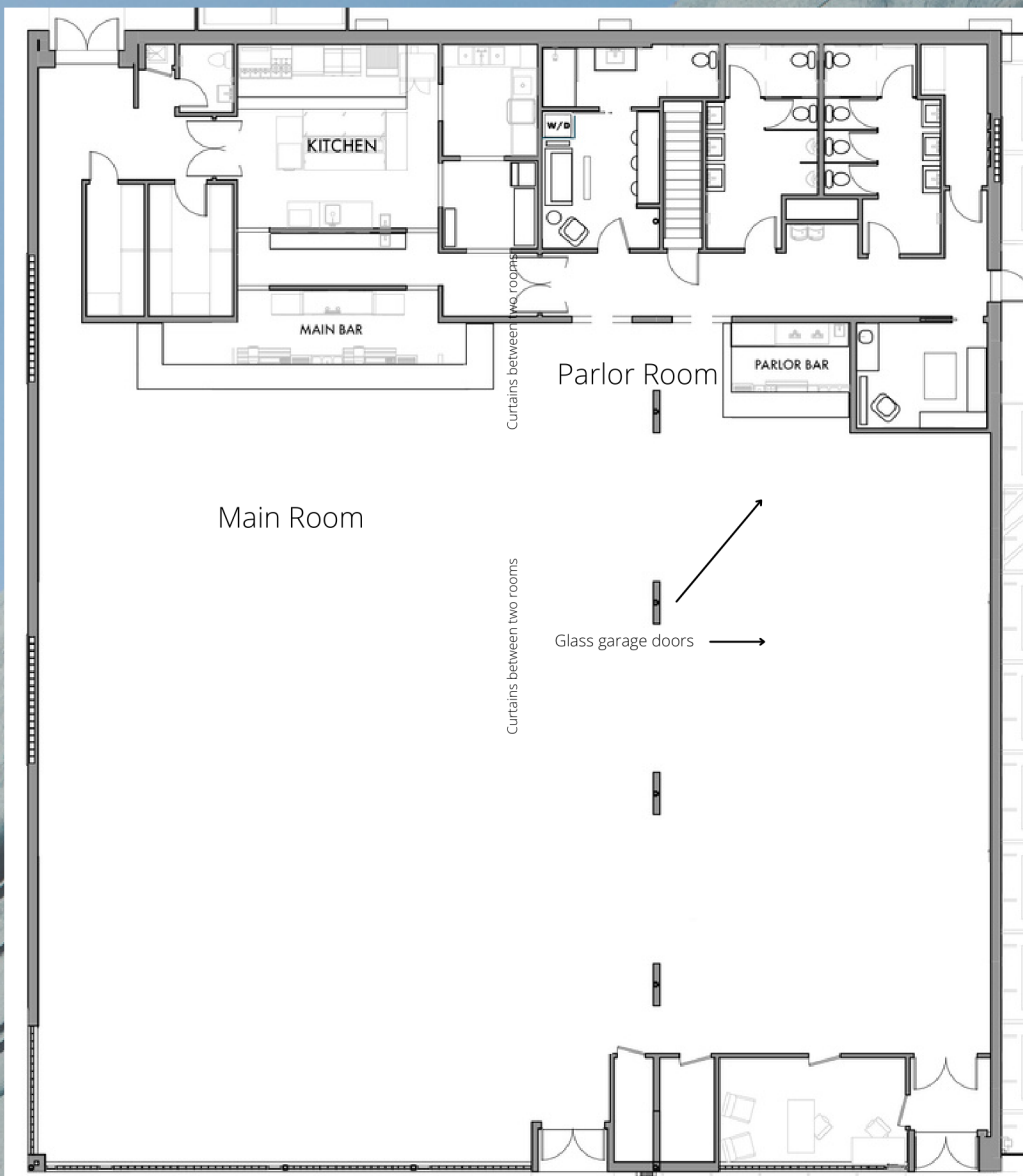


**DEBBIE | FOUNDER**

What started as years of family-run restaurants, blossomed into a brand new space to host the most memorable of life's moments.

Branching out from The Peckish Pig, Restaurant + Brewery - India pushed to open a space that could host weddings, farmer's markets, concerts and more -- and so PALMHOUSE was born. Debbie is a chef by trade, and Janek finds his home behind the bar, while India handles everything in the front of house from details to day of hands. When you host an event with you, we will go above and beyond to ensure you feel at home.





**BEST FOR UP TO:**  
300 SEATED RECEPTION  
400 COCKTAIL  
500 THEATER  
800 + CONCERTS

# HARDLY SHAKEN X PALMHOUSE



## BAR PACKAGES

"GOOD" PACKAGE - \$33/HEAD FOR 5 HOURS,  
\$3/HEAD PER EACH ADDITIONAL HOUR

SPIRITS: WHEATLEY VODKA, GORDON'S GIN, BENCHMARK BOURBON, CORAZON TEQUILA,  
BACARDI LIGHT/DARK, CUTTY SARK SCOTCH

WINE (CHOOSE 1 RED, 1 WHITE, 1 ROSE OR BUBBLY)

BEER (CHOOSE 2) : MILLER HIGH LIFE, MILLER LIGHT, MODELO,  
LAGUNITAS IPA, BLUE MOON, SIERRA NEVADA PALE ALE.

SODA: COKE, DIET COKE, SPRITE, GINGER ALE, CLUB SODA, TONIC,  
CRANBERRY, LEMONADE, GRAPEFRUIT.

"BETTER" PACKAGE - \$42/HEAD FOR 5 HOURS,  
\$5/HEAD PER ADDITIONAL HOUR

SPIRITS: TITO'S VODKA, BEEFEATER GIN, OLD FORESTER BOURBON, OLD FORESTER RYE,  
ESPOLON TEQUILA, EL DORADO 3Y LIGHT & 5Y DARK, DEWARS SCOTCH, BANHEZ MEZCAL.

COCKTAILS: 2 CUSTOM COCKTAILS

WINE: (CHOOSE 2 REDS, 2 WHITES, 1 ROSE OR BUBBLY)

BEER: (CHOOSE 3) : MILLER HIGH LIFE, MILLER LIGHT, MODELO, CORONA, LAGUNITAS IPA,  
SIERRA NEVADA PALE ALE, BLUE MOON, TEMPERANCE GATECRASHER, HIGH NOON SELTZER  
(ROTATING LOCAL CRAFT BEER FROM PECKISH PIG)

SODA: COKE, DIET COKE, SPRITE, GINGER ALE, CLUB SODA, TONIC, LEMONADE,  
CRANBERRY, GRAPEFRUIT. TOPO CHICO.





## "BEST" PACKAGE - \$50/HEAD FOR 5 HOURS, \$6/HEAD PER ADDITIONAL HOUR

SPIRITS: GREY GOOSE VODKA, TITO'S VODKA, BOMBAY SAPPHIRE GIN, HENDRICK'S GIN, MAKERS MARK, OLD FORESTER BOURBON, OLD FORESTER RYE, CASAMIGOS TEQUILA, BACARDI RUM, EL DORADO 12Y RUM, DEWERS SCOTCH, GLENLIVET 12Y SCOTCH

COCKTAILS: 2 CUSTOM COCKTAILS + 1 MOCKTAIL

WINE: (CHOOSE 2 REDS, 2 WHITES, 1 ROSE AND BUBBLES)

BEER: (CHOOSE 4): MILLER HIGH LIFE, MILLER LIGHT, MODELO, CORONA, LAGUNITAS IPA, SIERRA NEVADA PALE ALE, BLUE MOON, TEMPERANCE GATECRASHER, HIGH NOON SELTZER

(ROTATING LOCAL CRAFT BEER FROM PECKISH PIG)

SODA: COKE, DIET COKE, SPRITE, GINGER ALE, CLUB SODA, TONIC, LEMONADE, CRANBERRY, GRAPEFRUIT. TOPO CHICO.

## BASIC BEER & WINE PACKAGE - \$26/HEAD FOR 5 HOURS, \$3 PER EACH ADDITIONAL HOUR

WINE: 1 HOUSE RED, 1 HOUSE WHITE, 1 HOUSE ROSE OR BUBBLY

BEER: (CHOOSE 2) MILLER HIGH LIFE, MILLER LIGHT, MODELO, LAGUNITAS IPA, BLUE MOON, SIERRA NEVADA PALE ALE.

SODAS: COKE, DIET COKE, SPRITE, GINGER ALE, CLUB SODA, TONIC, CRANBERRY, LEMONADE, GRAPEFRUIT.



## EXTRA CHARGES:

MIXERS PACKAGE - \$8.50/HEAD

CHAMPAGNE TOAST - \$4/HEAD

WELCOME BUBBLY CART - \$4/HEAD

WELCOME COCKTAIL CART - \$8/HEAD

MOCKTAIL - \$4/HEAD

TABLE SIDE WINE - \$9/HEAD

COFFEE/TEA SERVICE - \$4/HEAD

\*CHARGED FOR HALF OF GUESTS\*

Catering by

## GREEN SPOON KITCHEN

Greenspoon Kitchen are our **resident foodies** who call our kitchen their home. This women-led catering company shares in our common goals of helping the community around us, working with local non-profits, and working towards a greener events industry.

Cooking from-scratch contemporary American with a rustic glam presentation -- Chef Maggie sources as locally as possible, using farms in the area to create food that is elevated yet approachable, building each menu around the uniqueness of each couple.

From a small private dinner party to a large scale wedding, these two can handle it all with grace and ease-- and you definitely will not be disappointed!



**MAGGIE BOSTICK**  
EXECUTIVE CHEF/OWNER

**MONICA PICCHIETTI**  
OWNER



## Catering By FEAST & IMBIBE

Husband & Wife team Heather Bublick and D'Andre Carter shared fine-dining culinary training birthed this elevated american catering. Bringing exceptional, restaurant-quality food to people's homes and special events -- menus embody a commitment to highlighting seasonal, fresh ingredients and developing modern applications of timeless flavors.



## Catering By SOUL & SMOKE

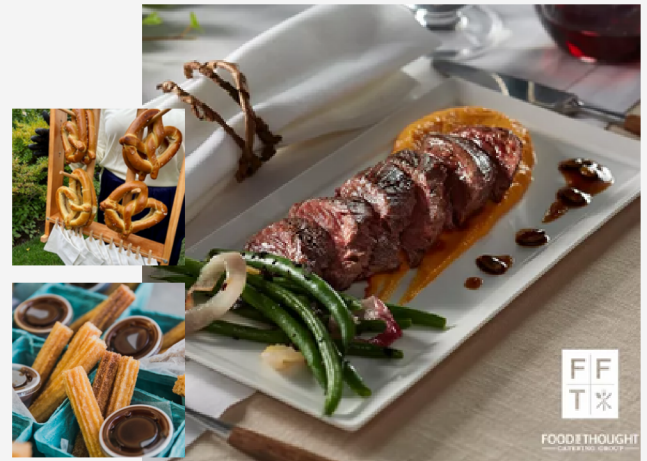
Soul & Smoke is Feast & Imbibe's sister company run, a passion-project for Chef D'Andre Carter, who earned a national reputation as an elite fine-dining chef, but who's true passion, obsession, even! -is barbecue. His signature sauce mixes St. Louis flavors with his proprietary spice blend. Ever the student of the craft, he's continually refining his menu and experimenting with smoking techniques.

## Catering by PARAMOUNT

Paramount places a special focus on sourcing sustainable and local ingredients and creating memorable culinary moments one customized menu at a time. By utilizing their on-site greenhouse in the West Loop, Paramount ensures that the ingredients in every menu are truly fresh and all natural



## Catering by FOOD FOR THOUGHT



# Terms

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## + FINE PRINT

### CATERING

While you can bring in any licensed and insured caterer -- all caterers must be pre-approved by PALMHOUSE before they are contracted for your event. Caterer will work with on-site Venue Manager through the course of planning and executing each event to ensure all requirements and needs are met for all involved parties and based on the unique needs of each event.

Catering staff will be responsible for the set up, flip and break down of the room, unless otherwise arranged. Caterer is also required to meet in person with the Venue Manager + Contracting Party for a walkthrough no later than 1 month prior to event date to familiarize themselves with the facility's layout and rules and to discuss event timeline and scope of service.

### LICENSING + INSURANCE

Caterers must provide proof of business license before contract can be executed. Caterer must also provide public liability insurance, including the expiration date, the policy limits, and the name of the insurer, at least 1 month prior to the date of the event.

If new to the facility, caterer is required to consult with PALMHOUSE management and tour the space before executing any contract to cater an event in the space.

# VENDORS WE LOVE

Although these are our trusted community of vendors favorites (listed A-Z and focusing on women, lgbtqia + POC owned businesses) who we know will blow you away, if you already have someone you love--you can source from outside this list.

## PLANNING



Anticipation Events



Burst Weddings



Events with Ambiance



Event Shoppe Chicago



Ohana Events

## PHOTOGRAPHY / VIDEO



Alma Photography



Aj Abelman



Courtney Lee Photo



Emily Melissa Photo



Iron & Honey



Kriztelle Photography

# VENDORS WE LOVE

## FLORAL



bou \*k bridal



FlowersFlowers Evanston



Elena's Garden



May Floral



Saville Flowers



Youth + Yarrow

## LINEN + RENTALS



BBJ Linen



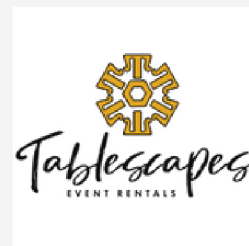
Bowery + Bash



F + S - Linens



Northern Decor



Tablescapes



Windy City Linen



# Details & FAQ'S

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## WHAT'S THE CAPACITY AT PALMHOUSE

Our building is 10,000 square feet, with 6500 sq. ft of dedicated space for you and your guests. We can accommodate a maximum of 450 guests for a seated dinner, and up to 800 reception cocktail style event. Our space is ideal for groups of 300 with a dance floor.

## I WANT TO HAVE MY EVENT AT PALMHOUSE. CAN I COME SEE THE SPACE?

Sure thing! We host tour by appointment Tuesday-Friday between 11am-7pm, and limited Saturdays from 10-2pm. Shoot us an email at [info@palmhouse619.com](mailto:info@palmhouse619.com) to set up your tour today.

## THIS IS A PARTY, WHAT ABOUT THE ALCOHOL?

PALMHOUSE holds a valid City of Evanston and State Liquor License and liquor liability insurance, and can provide a variety of bar packages, as well as accommodate a bar on consumption. Looking for something specific? Our Beverage Director Janek can tailor a package or specialty cocktail program just for your event. **Outside alcohol services not allowed.**

## WHAT IS THE PARKING SITUATION?

We currently have 18 space parking lot, which will be transformed into courtyard space in 2022. In addition we work with VIP Valet for Valet or Shuttle Service and are an 8 minute walk from the Howard Street Red & Purple line station.

## WHAT IS YOUR RENTAL TIMEFRAME?

All our bookings are for 12 hours from 12pm-12am including event setup. During this time, your event manager and your vendors will be on site to set up for your party. If you want to add additional hours before or post the rental time frame, there is \$600/hour rental fee.

## CAN WE HAVE A WEDDING REHEARSAL?

While we make every effort to be able to host a one hour rehearsal, the time and availability is not guaranteed due to our event schedule. Check availability with venue manager.

# Details & FAQ'S

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## DO YOU OFFER PLANNING OR COORDINATION?

We do offer event coordination in partnership with local planning company, Events with Ambiance for an additional fee. Should you choose to use another planner for your event, our staff will be on hand as venue managers to work with your planner!

## IS PALMHOUSE PET FRIENDLY?

We love doggo's just as much as the next person, and we would be happy to host your pup, on a leash during ceremony. Post ceremony, dog must leave the premises.

## WHERE ARE THE NEAREST HOTELS?

Evanston has a number of hotels within 2 miles, such as Graduate Hotel, Hyatt House, and Hilton Garden Inn. In addition, to the south in Roger's Park there is a Hampton Inn at Lolyola Train station and a variety of AirBnBs.

## OKAY, I LOVE IT – CAN I PUT A TEMPORARY HOLD ON MY DATE?

We are happy to put a hold on PALMHOUSE after a tour of the space for a period of 7 days. If another party is interested in the space and challenges your hold, you will have 48 hours to put a deposit down or release your date.

## I AM READY TO BOOK MY PARTY, WHATS NEXT?

In order to book your event, we require a 50% no-refundable deposit of the event rental fee and a signed contract. The remaining balance must be paid 60 days prior to your event. Any and all catering, outside vendors, or other incidentals must be settled on the evening of the event.

## WHAT IS YOUR CANCELLATION POLICY?

Your rental deposit is non-refundable. If a date is cancelled, your deposit is forfeit unless the date can be rebooked. If an event is cancelled within 60 days of the event date, you are responsible for full rental balance. If you decide to move the date of the wedding, you may do so, pending availability and with a second and separate deposit.





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