

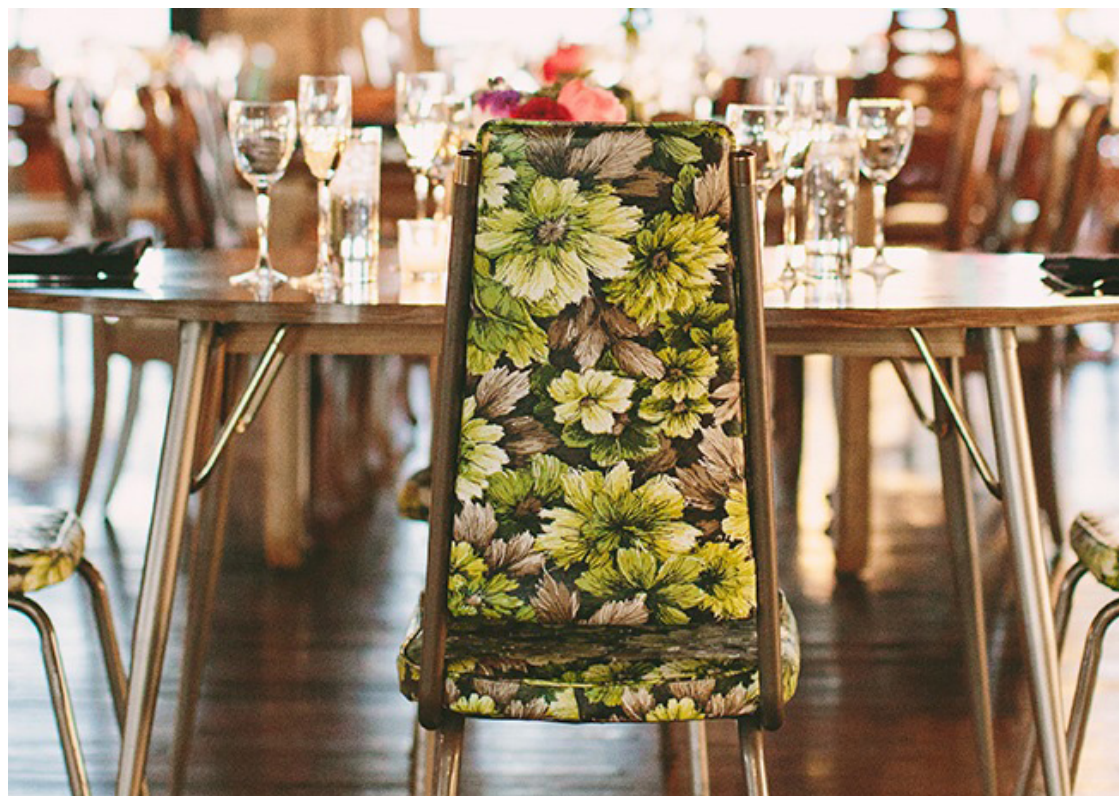


SALVAGE ONE

ARTIFACTS FROM THE PAST
EVENTS FOR YOUR FUTURE

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EVENTS MANAGER
COLLEEN SMITH
EVENTS@SALVAGEONE.COM



PHOTOS, CLOCKWISE FROM TOP Fig Weddings, David Lai, Anna Zajac Weddings



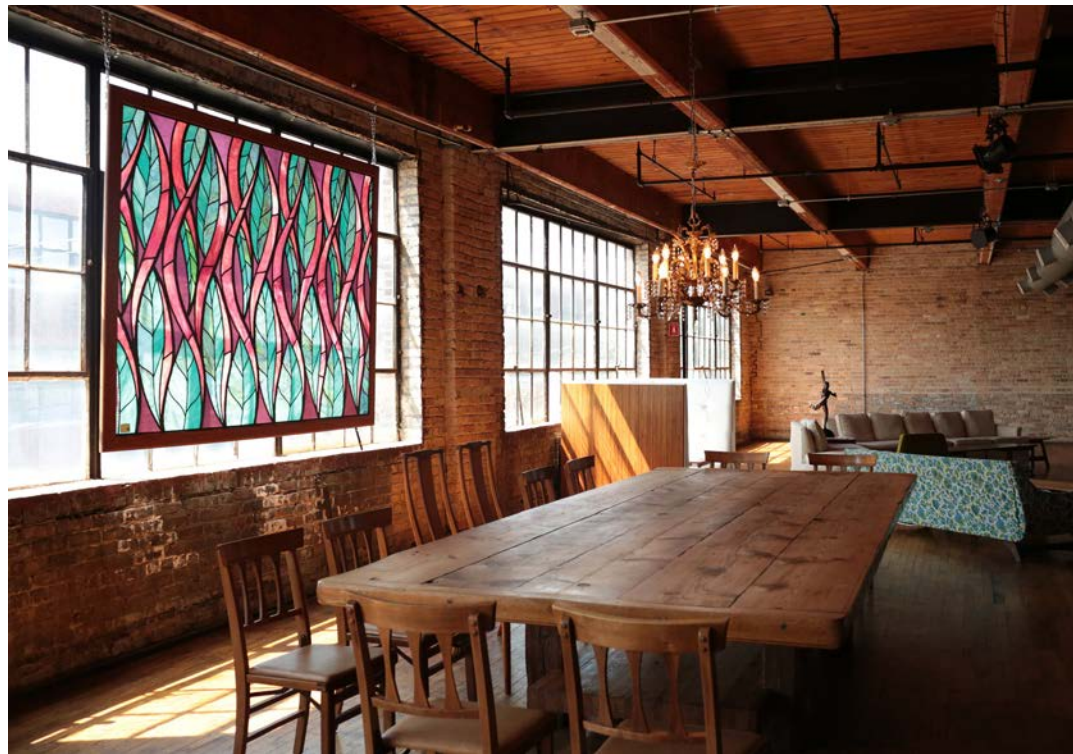
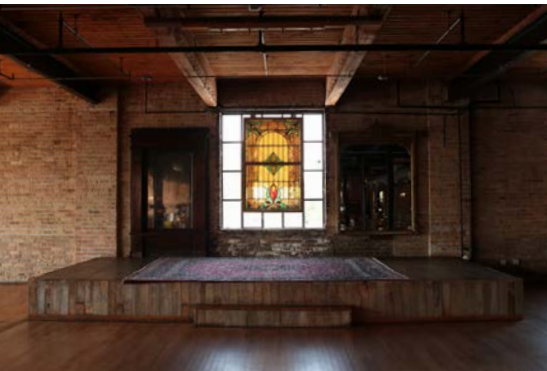
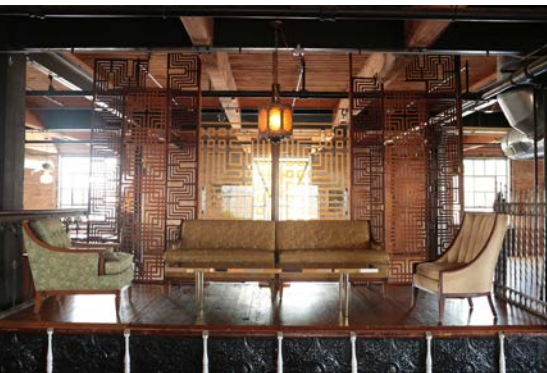
WE SEE IT AS A MAGICAL PLACE THAT FEELS LIKE HOME.

Salvage One is a converted warehouse with an enclosed garden courtyard. We are a retail store, an event space, a prop shop, and a backdrop for many film and photography shoots. Our store specializes in architectural artifacts, antiques and vintage furniture. As an event space, we host corporate parties, benefits, and private functions for 50 guests and up.

PLANNING YOUR EVENT

INCLUDED IN THE RENTAL

- A bar on the first & second floor
- 2 stages on the second floor for either a DJ or a band up to 10 piece
- Ambient Lighting
- An eclectic mix of dining tables & chairs for 175 persons
- Vintage sofas, lounge chairs, and coffee tables for up to 30 guests
- A production meeting approximately one month before the event date to go over every detail and draft a staging plan that will be executed by Salvage One's Production Team



An Important Note Before Booking Your Event

Salvage One is both a store and an event space. Therefore, the inventory that we use to stage the space for events is for sale. Although the inventory does change, the aesthetic of the space remains the same. With a team of creative minds running the show, you can expect a space that is in constant evolution. The inventory in our space is what gives it such unique character. Our hope is that the events we host will embrace the eclectic environment and utilize the inventory included with the rental fee. If you are looking for a space to bring in rented tables and chairs, we may not be appropriate for your event.



Courtyard

Accessible throughout the year, maintained May-October, the courtyard is the ideal oasis for cocktails and an outdoor ceremony for up to 200 guests standing.

First Floor

10,000 square feet set for a cocktail hour and a ceremony for up to 200 guests.

Second Floor

An open space, staged according to each client's needs, perfect for dinner and dancing, or a mingling cocktail party. The second floor can accommodate up to 250 guests seated with a dance floor.

PRODUCTION MEETING

A final walk through with your caterer and your coordinator (if you hired one) will be arranged 3-4 weeks prior to the event date. At this planning session, we will:

- Approve or help prepare your floor plan
- Provide a list of our table inventory for the organization of table assignments
- Coordinate a schedule for deliveries/pick ups
- Finalize the plans necessary for your event to run smoothly

EVENT DETAILS TO NOTE



Security

Salvage One hires one security guard for parties of 250 or less at no charge. Additional security is required for parties of more than 250 guests at the client's expense.

Parking

Free street parking on the weekends and at night is plentiful. Tablesapes, a company located directly across from Salvage One, rents out its employee lot of 34 spaces for \$400. If you wish to rent the lot, please contact them directly by calling 312.733.9700.

Insurance

Insurance is required for all events. You may be able to secure a special event endorsement through your existing homeowners, renters or corporate insurance. The requirements are listed in your contract and can be sent to your agent. If not, you can get it through an online event insurance company.



How Does the Final Walkthrough Work and When Does it Take Place?

We meet with clients for a final walk through 3-4 weeks before the event. At this meeting, we will go over the itinerary for the evening, vendors and their arrival times, and draft a floor plan. If you are doing table assignments, you will be given a list of our table inventory and instructions on how to draft a dining area floor plan.

Can We Schedule a Ceremony Rehearsal?

Yes! You can schedule your rehearsal the day before your wedding date (except holidays). Since we may book an event the evening before yours, we will contact you 2-3 months before your date to confirm the time of your rehearsal.

May I Handpick Inventory for my Event?

We do not allow clients to pick specific inventory. Items may sell between our last meeting and the date. At the final walk through we guarantee inventory numbers for dining and lounge groupings, but can't guarantee specific pieces.

May I Use Inventory/Props from Salvage One for my Table Decor?

No. Salvage One does not allow items from the store to be used as decor for events.

If You Guarantee Seating for Only 175 People, What Happens if my Guest Count Exceeds that Number?

If additional dining tables and chairs are needed, you will need to rent to offset. We are happy to provide recommendations as to what works best.

Can my Guests Arrive Before the Contracted Start Time?

Your event may not start and the bar cannot open before the contracted time but guests may arrive earlier.

Is Salvage One BYOB?

All alcohol must be handled by the caterer. We have an exclusive list of caterers and they are all willing to work with you directly on where and how to obtain alcohol for your event.

Is Salvage One Handicapped Accessible?

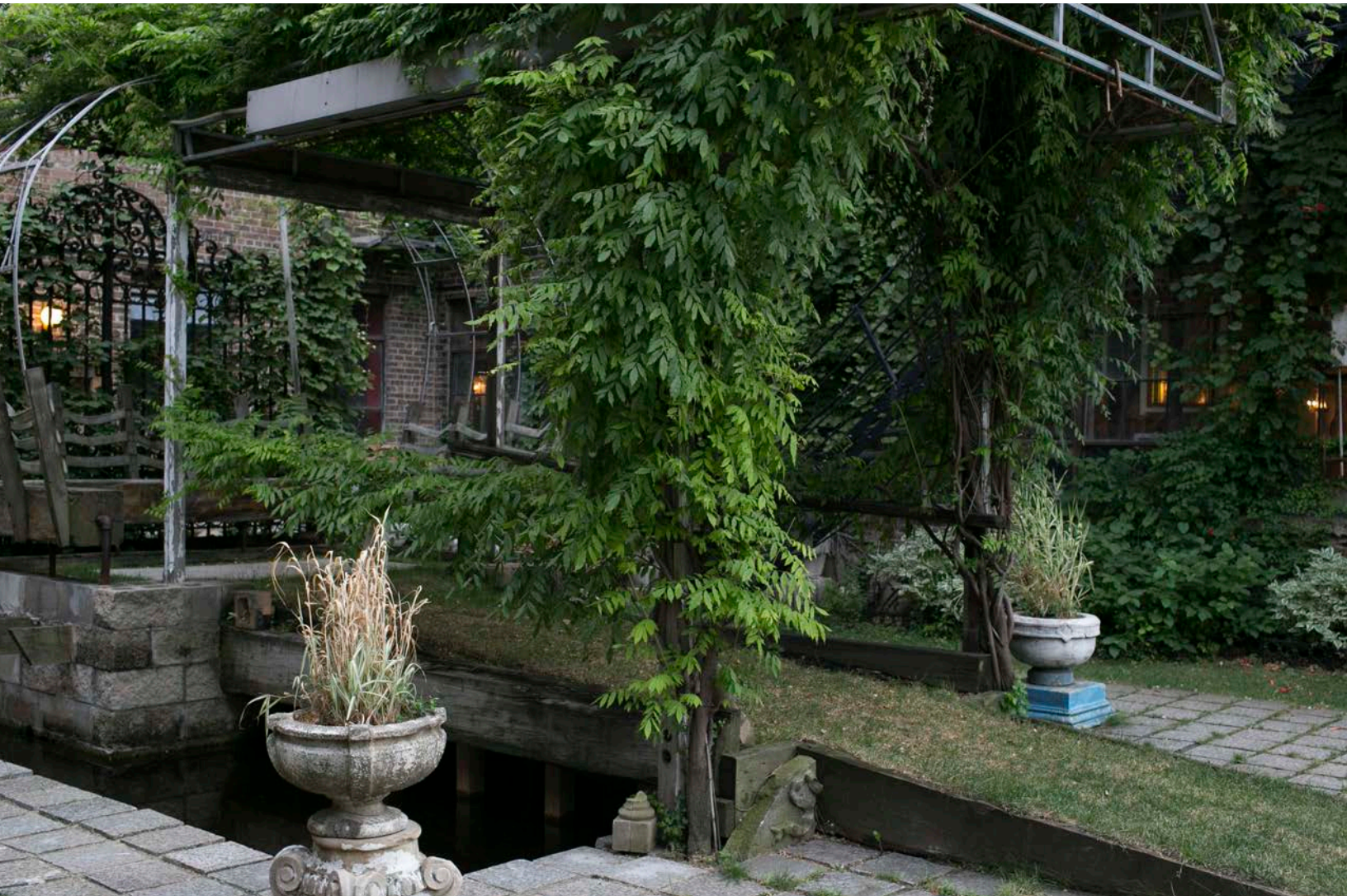
Yes! We have an elevator, and wheelchair access is available through the courtyard.

Do You Have Rooftop Access for Photos?

We do not have rooftop access but we do have 3 floors and a courtyard with endless photo opportunities.

Can We Come for Engagement Photos?

Absolutely! Engagement shoots are complimentary for couples getting married at Salvage One. Otherwise, the rate is \$150/hour.



PHOTOS, CLOCKWISE FROM TOP Anna Zajac Weddings, Anna Zajac Weddings, David Lai

VENDORS

APPROVED CATERING COMPANIES

We require our clients to work with a caterer on our approved list. It is a company policy to NOT take commissions from caterers.

It is important to us that our clients are well taken care of by caterers we trust and that those caterers are treating our space as if it were their own. *This list is non-negotiable.*

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jordan@ifod.com
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MAISON CUISINE

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Wedding Planner
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www.larkspurchicago.com

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INTERESTED IN GIVING BACK?

CANDLES

BRIGHT ENDEAVORS

We have partnered with this incredible local not-for-profit to provide candles for events. Check out the awesome work that they are doing for at-risk youth in Chicago.
www.brightendeavors.org

To place an order for candles from Bright Endeavors, please contact the Salvage One event office at events@salvageone.com

SWEETS

BLUE SKY BAKERY

A nonprofit bakery providing handmade treats and transitional employment to at-risk youth.
3720 N Lincoln Avenue
Chicago, IL 60613
(773) 880-9910
blue-sky-bakery.org
lauren@blue-sky-bakery.org