

Gibbs-Morrison Cultural Center Facility Rental Information



Facility rental hours: Monday- Thursday 8:30am-7pm
Friday-Saturday 8:30am-12am
Sunday 9am-11pm

Note: Facility Rentals must be a minimum of 2 hours
All rentals requires a security deposit equivalent to 1 hour of room rented

Facility Rentals

Rooms:

East Room (Stage Area): 40 max capacity w/tables and chairs. 70 max capacity w/ chairs only.
\$50/hour - Resident \$100/hour - Non- Resident

West Room (Lounge): 25 max capacity with tables and chairs *Available after 7:30pm*
\$40/hour - Resident \$80/hour- Non- Resident

East and West Rooms (Both)
\$90/hour –Resident \$180/hour- Non- Resident

Delores Holmes recording studio:

\$25/ hour – Students \$35/hour - Resident \$45/hour – Non resident

Price Includes:

- Tables, chairs and general set-up
- At least ½ hour before rental start time for set-up
- ½ hour after rental end time for clean up
 - Clean-up consists of taking with or disposing of any materials the rental group has brought.

Liquor Rentals:

- **Alcohol Permit Form**
 - \$75 Res/ \$265 Non-Res for beer & wine
 - \$115 Res/ \$340 Non- Res for all alcohol
- **Security Officer**
 - 1 security officer @ \$40 per hour
- **Host Liquor Liability Insurance**
 - Coverage for \$1,000,000 and names the City of Evanston additionally insured
 - Please contact Maurice Wilkerson below for more information

To inquire about rental date availability or any further questions, contact Maurice Wilkerson @ 847-448-8119 or mwilkerson@cityofevanston.org