

FREQUENTLY ASKED QUESTIONS

Seven Star Venue – Frequently Asked Questions (FAQ)

General Information

Q: Where is Seven Star Venue located?

A: Seven Star Venue is located at 2017 W. Howard St, Chicago, IL.

Q: How can I contact the venue or schedule a tour?

A: Email: info@sevenstarvenue.com | Phone: 773-636-6300 | Tours: Schedule via website form.

Capacity & Spaces

Q: What is the venue's maximum capacity?

A: Main ballroom (12,000 sq ft): 500 seated / 1,000 standing.

Lower Level Speakeasy Lounge: 150 seated / 300 standing.

Q: What are the different event spaces available?

A: Main Gala & Gallery, Get Ready Room (Private Suite), and Lower Level Social Club (Speakeasy).

Amenities & Equipment

Q: What amenities are included with the venue?

A: Two floors of event space, private suite, lounge furniture, tables, chairs, 360° bar, lighting, AV equipment, stage, prep kitchen, coat check, on-site staff, ADA compliance, and parking options.

Booking & Timing

Q: How long is the rental period?

A: Up to 12 hours from 12 noon. Events typically last up to 6 hours and must end by midnight.
Extensions available.

Catering & Vendors

Q: Can I bring my own caterer or vendor?

A: Yes, if licensed and insured. Recommended vendors list available.

Parking & Accessibility

Q: Is parking available?

A: Yes—complimentary lot, street parking, and two nearby City of Evanston lots.
Valet available on request.

Bar & Beverage Service

Q: Do you offer bar packages?

A: Yes—starting at \$12/person (non-alcoholic)
\$25pp beer & wine, \$35pp beer, wine, specialty, \$45pp top shelf. No outside alcohol allowed.

Extensions & Additional Fees

Q: Can my event time be extended?

A: Yes—\$500/hour, ending by midnight.

Pricing, Deposits & Policies

Q: What are the rental rates and deposit requirements?

A: \$4K-\$6.5K per full day or \$400-\$500/hour.
50% non-refundable deposit required; final payment 30 days before event.

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Q: What about security, insurance, and clean-up?

A: Security: \$25/hr per officer. Valet: \$550 per attendant. Event insurance required. Cleaning fee: \$500 (\$250 add'l for excessive mess)

Q: What is the cancellation or rescheduling policy?

A: Deposits non-refundable. Reschedule within 30 days at no extra deposit; otherwise \$250 fee.

Q: Is outside alcohol allowed?

A: No—Seven Star holds exclusive liquor rights during your event.

Policies

Q: Are there restrictions on decorations?

A: We allow most decorations, but open flames, confetti, and wall adhesives are prohibited.

Q: Do you allow live music or DJs?

A: Yes, but volume levels must comply with local noise ordinances.

Q: Is smoking allowed?

A: Smoking is permitted only in designated outdoor areas.

Accessibility

Q: Is the venue wheelchair accessible?

A: Yes, our venue is accessible, including restrooms.

Technology & Equipment

Q: Do you have audio/visual equipment available?

A: Yes, we do offer projectors, screens, microphones, and sound systems for rent.

Q: Is there Wi-Fi available?

A: Yes, complimentary high-speed Wi-Fi is available throughout the venue.

2017 W. Howard St, Chicago, IL

Main Hall: 500 seated / 1,000 standing • Lounge: 150 seated / 300 standing

Main Hall, Gallery, Get Ready Room, Lower Level Speakeasy Lounge

Full equipment, bar, AV gear, lounge furniture, prep kitchen, stage, etc.

\$4K-7.5K per full day • \$400-500/hour • 50% deposit

On-site lot, street parking, valet & Evanston lots nearby

Bring your own licensed vendors or choose from recommended list