

BISCO HALL

PERFORMING ARTS CENTER

SPECIAL RENTAL PACKAGE

Banquet | Performance | Conference



시카고한인문화원
Korean Cultural Center
of Chicago

BISCO Hall Introduction

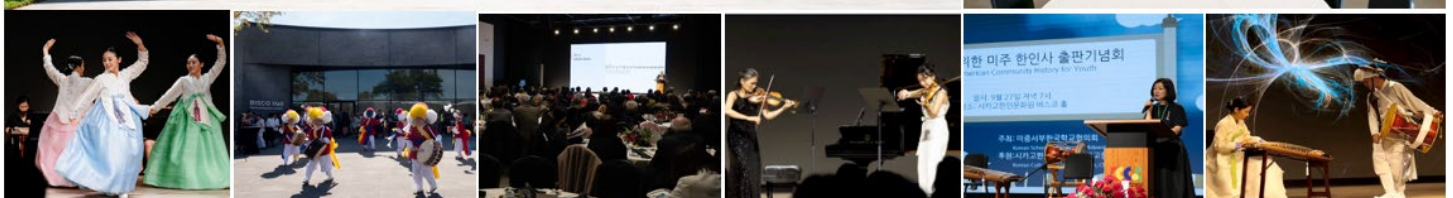
Korean Cultural Center of Chicago is proud to present BISCO Hall Performing Arts Center-a landmark venue that has become a major milestone for the Korean American community and its cultural legacy in the Midwest. BISCO Hall is envisioned as a cultural home where the warmth, creativity, and spirit of Korea can be shared with all. It serves as a vibrant cultural hub-a place for inspiration, connection, and enrichment.

BISCO Hall, which opened in 2024, offers 8,800SF of space for main events including conferences, banquets, and performances. It accommodates up to 400 seats for performances and up to 250 guests for banquets.

- **Cultural Hub:** Bisco Hall is the largest cultural initiative by the Korean community in Chicago and the Midwest, serving as a premier venue for diverse cultural events.
- **Versatile Event Space:** The 8,800-square-foot space accommodates 400 for performances and 250 for banquets or conferences, offering flexible configurations for various events.
- **High-Quality Visuals:** A 24 x 13-foot LED screen enhances performance, providing an exceptional visual experience for the audience.
- **Indoor-Outdoor Integration:** The 'Madang' front yard and Busan Pavilion offer a warm traditional Korean atmosphere, ideal for communication and relaxation.
- **Easy Accessibility:** Located in a prime area, Bisco Hall is easily accessible to communities in Wheeling, Northbrook, Glenview, and throughout the Midwest.

➤ 2026 Special Promotion Pricing & Official Booking Site Launch

- website: <https://bisco.kccoc.org>
- email: bisco@kccoc.org
- T. 847-947-4460



Rental Procedure

Step 1: Submit Application

- Fill out and submit the rental application via <https://bisco.kccoc.org/quote/rental-info> or email BISCO Hall rental request form(Docusign) to bisco@kccoc.org
- Required: Student ID (if needed)

Step 2: Review and Contact

- The Event Manager reviews the application then contacts the applicant, providing the cost based on the rental request information
- For questions or modifications, email: bisco@kccoc.org

Step 3: Contract Signing

- Review and sign the rental agreement via Docusign
- To confirm the rental date, customer is required to submit a \$300 deposit via Zelle to admin@kccoc.org (business name: Korean Cultural Center of Chicago) or by check made payable to KCCoC

Step 4: Event Preparation

- Submit layout drawing for table/chair setup and schedule rehearsals(Performance only) at least two weeks before the event date
- Check necessary equipment (stage equipment, sound, lighting)
- Settle the remaining balance due day before the event (Mon. to Fri. 9 AM to 5 PM | Sat. 10AM to 3PM)
**Note: A \$100 late fee applies to overdue payments*

Step 5: Event Execution

- Coordinate with the Bisco Hall team on the event day
- Ensure safety protocols are in place
- Contact Info: bisco@kccoc.org

Step 6: Post-Event Evaluation

- If there are discrepancies or damages, settlement will be required
- Participate in the post-event rental survey (Google form)

Rental Rate Information

I. Performance

Effective January 1, 2026

1. Bisco Hall

Type	Rate Type	Price	Special Price	Special Price (student renter only)
Weekday <i>Mon – Thurs.</i>	Hourly	\$200	\$140	\$120
Weekend <i>Fri – Sun, Holiday</i>	Hourly	\$240	\$170	\$150
Rehearsal fee	Hourly	\$150	\$110	\$95
A/V Services – <i>up to 5hrs rental</i>	Event	\$300	\$200	

Note:

- Please note there is a **3-hour minimum rental**. Use of the registration table in the lobby is included in the rental fee.
- For rental longer than five hours, an hourly rate of \$50 per hour applies for A/V services.

2. Other Spaces

Space	RATE TYPE	RATE
Maru (A versatile 60-seat space in a different Bldg.)	Event	\$200
BISCO Hall Lobby (for Reception)	Event	\$200

3. Equipment

3.1 Stage Equipment	RATE TYPE	RATE
Stage LED Screen (24 x 13ft)	Event	\$100
3.2 Piano	RATE TYPE	RATE
Grand Piano A – Steinway D (9-foot): <i>stage Only</i>	Event	\$250
Grand Piano B – Steinway B (7-foot): <i>floor Only</i>	Event	\$100
Grand Piano Tuning	Event	\$135
3.2 Audio/ Video	RATE TYPE	RATE
Portable 45" TV (2ea)	EA	\$75
Event Recording Service (record only, no edit)	Event	\$100
Piano Microphone (1set)	Event	\$30
Gooseneck Microphones (2ea)	Event	\$30
3.4 Other	RATE TYPE	RATE
Risers on stage : For Choir	Event	\$100
Riser (4ft x 4ft, 24" high) : For photography		\$30

4. Labor

Labor	RATE TYPE	RATE
Stage Director	10hrs 5hrs	\$300 \$200
Stage Crew (per person)	10hrs 5hrs	\$150 \$100

II. Banquet / Conference

Effective January 1, 2026

1. Bisco Hall

Type	Rate Type	Price	Special Price
Weekday <i>Mon – Thurs.</i> (Max. 5hr)	Event	\$1,000	\$700
Weekend <i>Fri – Sun, Holiday</i> (Max. 5hr)	Event	\$1,200	\$850
Cleaning	Event	\$200	\$150
Tablecloth: Base + Vinyl (Included): 10seats/table	Event	Charge for Fabric: \$25 for round table \$12 for 6-ft table	

Note: Use of the registration table in the lobby is included in the rental fee.

2. Other Spaces

Space	RATE TYPE	RATE
Maru (A versatile 60-seat space in a different Bldg.)	Event	\$200
BISCO Hall Lobby (for Reception)	Event	\$200

3. Equipment

3.1 Stage Equipment	RATE TYPE	RATE
Stage LED Screen (24 x 13ft)	Event	\$100
3.2 Piano	RATE TYPE	RATE
Grand Piano A – Steinway D (9-foot) : <i>stage Only</i>	Event	\$250
Grand Piano B – Steinway B (7-foot) : <i>floor Only</i>	Event	\$100
Grand Piano Tuning	Event	\$135
3.2 Audio/ Video	RATE TYPE	RATE
Portable 45" TV (2ea)	EA	\$75
Event Recording Service (record only, no edit)	Event	\$100
Piano Microphone (1set)	Event	\$30
Gooseneck Microphones (2ea)	Event	\$30

3.4 Other	RATE TYPE	RATE
Risers on stage : For Choir	Event	\$100
Riser (4ft x 4ft, 24" high) : For photography		\$30

4. Catering

Box Dinner	RATE TYPE	RATE
Korean: type A. (Bibimbap) type B. (Bulgogi)	EA	\$15 (A) \$20 (B)
Japanese Bento	EA	\$25

Included	- Dressing room (3ea)
	- Lobby/Reception (high boy 6ea, 6-feet table 2ea)
	- Layout set up
	- Podium
	- Music Stand (6ea)
	- Musician Chair (6ea)
	- Wireless Microphones (4ea)
	- Pin Microphones (2ea)
	- Basic A/V & Light

*** *The above rental fee is subject to change.*

BISCO Hall SPECS.

Bisco Hall Usage Purpose and Occupancy Limits:

- Theater 400 people
- Banquet 250 people
- Multi-purpose (conference, seminar, etc.) 250 people

* *Bisco Hall is one venue that can be used for different events/purpose*

Stage Space:

- Stage size: 39'x 20'
- Proscenium width: 47'
- Proscenium height: 19'
- House floor to stage floor: 2'

Audio Systems:

- **Main Console I/O** *Behringer Wing
1 x Midas DL153 (Stage I/O)
1 x Midas DL16 (Media booth I/O)*
- **Microphones** *4 x Shure SLXD Beta58a (wireless)
2 x Shure SLXD Bodypack + Countryman B6 Omnidirectional Lavalier (wireless)
1 x DPA 4099 CORE on Piano Stereo set (wire)
2 x DPA 4097 Gooseneck 120 inch on stand (wire)*
- **Main Speaker** *L-Acoustics A10 FOCUS, 2-way passive constant curvature WST 10° X 4
L-Acoustics A10 WIDE, 2-way passive constant curvature WST 30° X 2
L-Acoustics KS21, High Power Compact Subwoofer 1 x 21" LF X 2*
- **Monitor Speaker** *L-Acoustics X8, 2-way passive coaxial enclosure: 8" LF + 1.5" HF diaphragm X 2
(Ceiling mounted)*
- **Secondary FOH** *JBL Pendant Speakers -4 Shure SLXD Beta58 patched X 8
Back stage X 1
Main hall X 6
Lobby X 1*

Video Systems:

- **Computer** *1 x Windows PC, 1 x Mac Mini*
- **IMAG** *24'x 13' 2.5mm LED Video Wall*
- **Addt'l Display** *2 x 75" TV on moving cart*
- **Video Switcher** *Blackmagic Design ATEM Television Studio 4K8*
- **Video Recorder** *1 x Blackmagic Design HyperDeck Studio HD Plus (SD Card)*
- **Video Camera** *1 x BirdDog Eyes P400 4K PTZ camera with controller*

AV system requests other than the basic system must be made in advance of event date. The Bisco Hall and its staff reserves the right to determine if an AV system request is not appropriate for any event. The Bisco Hall staff also reserves the right to determine the maximum safe A/V level in the Bisco Hall. The technical staff at the Bisco Hall will be happy to discuss your system requirements with you if you are not certain which system your event requires.

Lighting Systems:

- **DMX Controller** *ETC CS20*
- **Stage Wash** *Bottom stage with back lights*
 Middle stage without back lights
 Top stage without back lights
- **Spots** *Center spot with back light*
 2 x Side spots without back light

Piano:

- **9' Grand Piano** *Steinway Concert and Artist Model D (serial number CD468): Stage only*
- **7' Grand Piano** *Steinway B: Main Hall only*

Other Spaces:

- 3 Dressing rooms
- Bar area

Additional Space: Maru – A versatile space with a seating capacity of approx. 60 people, located in a different building

Venue Map:

