

CHENEY MANSION'S MUSIC POLICY

Musicians and Disc Jockeys

Before the Event

Schedule a walk-through of the Mansion at least two weeks prior to the event if you are unfamiliar with the facility. For directions, please see map on back.

Cheney Mansion Regulations

- Non-Amplified music is allowed on all three floors and the grounds of the mansion.
- **All Amplified** music (anything that plugs in, including keyboards, guitars, etc.) is allowed **only** in the third floor dance room. Acoustics in that room create very bright sound. A minimum of amplifiers and speakers are necessary.
- Cheney management retains the right to control volume. Please keep sound to reasonable levels.

Equipment Set-up

- Bands and disc jockeys using the third floor **must** load in and out all equipment through the side service entrance located off the alley on the north side driveway.
- The back stairway through the kitchen is used to access the third floor dance room. *A word of advice:* for ease of operation, keep equipment to a minimum. The stairway is narrow, and there will be no one to assist you.
- After unloading, your vehicles must be moved from the side drive to on-street parking. Please leave parking spaces on Euclid Avenue in front of the mansion for the guests of your client.
- Equipment set-up is allowed **2 hours prior** to the event. As early as possible before the day of the event, notify your client of any tables, chairs or linens you will need.
- Any special lighting, props or set-up must be approved by the Cheney Mansion management, and must be removed at the conclusion of the event. Fog machines are not allowed.
- A baby grand piano is available in the living room on the first floor. It is not possible to move it to other rooms.

End of the Event

- Without exception, all music is to conclude ½ hour prior to the scheduled end of the event. (Example: If event ends at 11 pm, music must end at 10:30. Please confirm event time with Mansion before signing your contract.)
- All vendors must vacate the Mansion no later than 11:30 pm on the weekends, 10:30 pm on weeknights.

The Cheney Mansion is not responsible for any equipment left on the premises.

Please sign after reading carefully, and fax this page to the Cheney Mansion at 708-383-6485, or mail to Cheney Mansion, 220 N Euclid, Oak Park, IL 60302. (If mailing, you may wish to make a copy for your future reference.)

Visit our website at cheneymansion.com, or call 708-383-2612 if you have questions.

We look forward to working with you.

I have read the above, and agree to abide by these regulations.

Name _____ Phone _____

Company Name _____

Date of Event _____ Client's Name _____