

**Elizabeth F. Cheney Mansion  
220 N. Euclid  
Oak Park, Illinois 60302  
708/383-2612**

**Rental Contract for Corporate and Non-Profit Events**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number for Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Guest Count: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Starts: \_\_\_\_\_ Event Ends: \_\_\_\_\_

**Rental Fees**

Corporate Meetings-(Monday-Friday)	
Full Day (9am-5pm)	\$ 750 _____
Half Day (4 hours max)	\$ 400 _____
Corporate Party (Any Day or Evening)	\$1,800 _____
Not for Profit Organization (Sunday – Thursday)	\$1,400 _____
Not for Profit Organization (Friday – Saturday)	\$1,800 _____

**Additional Fees**

Single Event Rental (see back)	\$1,200 _____
Third Floor for Dancing	\$ 400 _____
Grounds Maintenance for Tent (Not including tent rental)	\$ 400 _____
Additional Time per Hour	\$ 350 _____
Coat Check (October through April)	\$ 150 _____
Use of Piano	\$ 100 _____

**Total Rental Amount** \_\_\_\_\_

**\$500 Security Deposit (see below)** 500

**Total Rental Fees & Security Deposit** **\$ \_\_\_\_\_**

After \$1,000 Deposit Received, Balance of \$ \_\_\_\_\_ Due on (date) \_\_\_\_\_

**RENTAL BALANCE DUE 90 DAYS PRIOR TO EVENT**

**Rental and Security Deposit Fees Information**

To confirm your date, a deposit of \$1,000.00 must be submitted with this reservation contract (\$500.00 rental deposit and \$500.00 security deposit). The rental deposit will be applied to your rental fee. The security deposit will be refunded four to six weeks after your event, unless additional charges are incurred as a result of your rental (i.e., overtime, extra cleaning, building and equipment damages, etc.).

**THE \$1,000.00 DEPOSIT IS NON-REFUNDABLE IF YOU CANCEL YOUR EVENT**

You may change the date of your event provided the new date is within **12 months** of the original date, and you notify us **in writing** at least **90 days** before the change. Only one date change is allowed; date changes are based on availability.

**Full payment of the rental fee balance is due 90 days before the event. If payment is not received by 90 days before the event, Cheney Mansion retains the right to cancel the event and applicant forfeits all monies theretofore paid to the Mansion.**

**If for any reason, applicant cancels event after all monies are paid, then all monies theretofore paid to the Mansion will be forfeited.**

**Rental Contract**

Party rental consists of a four-hour event plus two hours for set up and one hour for clean up.

A wheelchair accessibility ramp is available, and will be in place for your event provided you make the request no less than seven days in advance. The ramp provides accessibility to the first floor only. Second and third floors are accessible by stairs only. The first floor washroom is wheelchair accessible.

**SINGLE EVENT RENTAL FEE**

Cheney Mansion offers 2 time frames for rentals per day (morning events and evening events). This additional Single Event Rental Fee applies if you choose to have your 4-hour event **midday**, or if early set-up is needed for a tent.

All rental fees include the use of ten 60" round tables and four 8' tables.

Cheney Mansion is a non-smoking facility. If guests should decide, against Park District policy, to smoke, and the resulting smoke activates the fire alarm, the undersigned will be assessed a \$75.00 fee. The undersigned is also responsible for any damage to the Mansion incurred by musicians during load-in and load-out.

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The undersigned has read and agrees to abide by all of the Elizabeth F. Cheney Mansion policies and will assume responsibility for any damage done to the Mansion or its contents during the rental period and occurring as a result of using such facilities, including damage by attendees.

Furthermore, I, my vendors, agents, employees, and guests will attend and use the Mansion facilities at our own risk. The Mansion shall not be liable for any damage arising from personal injuries sustained by any such person on the premises of the Mansion and we assume full responsibility for such damages. Cheney Mansion and its staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left at the Mansion in connection with an event. In consideration of being granted the right to use Elizabeth F. Cheney Mansion facilities, we hereby release and hold harmless the Park District of Oak Park, its commissioners, employees, and agents from any and all claims, demands, or rights of action rising out of such use of the Mansion or its facilities.

I have read and understood the foregoing assumption of risk and release statement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Title

Please make checks payable to **CHENEY MANSION**  
Sign both the **Contract** and the **Rental Use Policy**.  
Remit to: Cheney Mansion, 220 North Euclid, Oak Park, Illinois 60302

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**OFFICE USE ONLY**

RENTAL / SECURITY DEPOSIT RECEIVED Amount \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

RENTAL BALANCE RECEIVED Amount \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

SECURITY DEPOSIT RETURNED \_\_\_\_\_ REC TRAC # \_\_\_\_\_