

THE CHENEY MANSION
220 North Euclid Ave. Oak Park, Illinois 60302 708-383-2612

RENTAL CONTRACT FOR LOCATION STILL PHOTO SHOOTS

Client Name _____

Address _____ City _____ State _____ Zip _____

Person in charge on day of shoot _____

Title _____ Phone Nos. _____

Address _____ City _____ State _____ Zip _____

Location Manager _____

Telephone Number(s) _____

Set Designer _____ Phone _____

Date(s) Needed _____

Arrival Time _____ Departure Time _____

No. of People (crew, models, etc.) expected _____

Type of Shoot/Product _____

Rooms You Will Need for Shoot (please state use of rooms) _____

List rooms to be used for make-up/changing (no steaming allowed on wood floors) _____

Please note any alterations you would like to make to rooms (must be preapproved) _____

If you will be using the grounds, please describe area to be used _____

Will you be setting up exterior lights? _____

Size and number of trucks anticipated at shoot _____

Describe type & location of power supply _____

Food service on site? _____ If so, describe set-up and where crew will eat _____

**No handtrucks are allowed
inside the mansion.**

GUIDELINES AND RULES

- Loading and unloading of all equipment must be made through alley driveway, or, with special permission, through front gate. Equipment may be dropped off through north entrance to the Mansion, but after drop-off, all vehicles must be parked on public streets, specifically along the Mansion side of Euclid Ave. and the Mansion side of Erie Ave. Arrangements can be made to waive restricted parking during the time of your shoot.
- Thick cardboard mats must be laid on all floors during moving of props and filming.
- All equipment, props, etc., must be kept away from walls and furnishings.
- Existing Furnishings may not be moved or rearranged unless prior permission has been given by Mansion staff. After shoot, all furniture must be returned to original placement.
- **There is a public phone located in the hallway at the north end of the mansion. The number is 708-383-3287. The Mansion's fax number is 708-383-6485.**
- Changing and Make-up rooms must be designated by Mansion staff. Make-up technicians should use waterproof dropcloths.
- Clothes Steamers may be used only in rooms with tile floors.
- Outdoor lighting must be turned off no later than 10:30 pm.
- Village of Oak Park ordinances require that all filming and loading must stop no later than 11:00 pm. Because we are in a residential neighborhood, we ask that all members of the crew enter and exit quietly. Please turn off engines and radios in trucks while unloading and loading.
- If heavy machinery (such as a Condor) is used on the Mansion's grounds, the grounds fee is \$350 per day. To protect the lawn, all equipment must be driven on "floorings", i.e. boards, etc., not directly on the lawn. No heavy equipment is to be driven on the patio.
- **Clean-up of all areas is the responsibility of the contracting person or company. Premises must be restored to original condition. For major film shoots, contracting person or company must provide a custodial service. A walk-through inspection will be made by Mansion staff at the completion of your rental.**
- All articles and props brought in for shoot must be removed from premises, i.e., floormats, backdrops, etc. Food service garbage only may be deposited in the dumpsters in the Mansion's alley. **If shoot-related garbage exceeds dumpster capacity, contracting company will be charged a special pick-up fee of \$100.00 per dumpster.**
- Cheney Mansion is a non-smoking facility. If occupants 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.
- Restrooms are located on first, second and third floors.
- Alcoholic beverages are not allowed on premises.
- If in-house security is required, please notify the Mansion.

I have read and understood the foregoing guidelines.

Signature of Applicant

Date of Application

CHENEY MANSION RENTAL CONTRACT FOR LOCATION STILL PHOTO SHOOT

RENTAL FEES (Minimum of 4 hours)

0 - 4 hours	\$150/hour	_____ to _____ = _____	hours at \$150/hr = \$ _____
4 - 8 hours	\$175/hour	_____ to _____ = _____	hours at \$175/hr = \$ _____
8 - 12 hours	\$200/hour	_____ to _____ = _____	hours at \$200/hr = \$ _____
over 12 hours	\$250/hour	_____ to _____ = _____	hours at \$250/hr = \$ _____

Extra garbage pick-up _____ pick-ups at \$100 per dumpster = \$ _____

Grounds Fee _____ days at \$350/day = \$ _____

Total Rental Due \$ _____

Please Note: Village of Oak Park Ordinances require that all filming and loading must conclude by 11:00 pm, unless prior arrangements have been made.

A Certificate of General Liability Insurance in the amount of \$1,000,000.00, naming Cheney Mansion as certificate-holder must also be submitted prior to the start of the shoot.

A **Refundable Security Deposit of \$500.00** (certified check) must be submitted with this signed contract 3 days before the shoot begins. This deposit will be returned within 1 week, unless additional charges are incurred as a result of your rental, e.g., overtime, extra cleaning, building/grounds, and/or equipment damages, etc.

Full payment for rental is due at the beginning of the shoot. Checks should be made payable to Cheney Mansion. Any overtime or additional hours will be charged immediately following the shoot.

RELEASE STATEMENT

The undersigned has read and agrees to abide by all of the 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.

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 the 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

Phone number

***** Office Use Only *****

Insurance Form Received _____

Security Deposit Received _____

Rental Fee Received _____

Security Deposit Returned _____