

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

**Rental Contract for Wedding Receptions**

Client Name(s): \_\_\_\_\_  
\_\_\_\_\_

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

Day Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Wedding Ceremony at Cheney Mansion: yes \_\_\_\_\_ no \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Guest Count: \_\_\_\_\_

**Rental Fees**

Wedding Ceremony & Reception / Reception Only	\$2,800.00	_____
Ceremony Rehearsal (per hour)	\$ 150.00	_____
Security Deposit (see below)	\$ 500.00	<u>500.00</u>

**Additional Fees**

Single Event Rental (see back)	\$1,200.00	_____
Third Floor for Dancing	\$ 350.00	_____
Grounds Maintenance for Tent (Not including tent rental)	\$ 350.00	_____
Additional Time per Hour	\$ 300.00	_____
Coat Check (October through April)	\$ 125.00	_____
Use of Piano	\$ 75.00	_____

**Total Rental** \_\_\_\_\_ **Due Date** \_\_\_\_\_ **\$** \_\_\_\_\_

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

**Rental and Security Deposit Fees Information**

**To confirm your date**, a deposit of \$1,500.00 must be submitted with this reservation contract (\$1,000.00 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 \$1,500.00 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, all monies theretofore paid to the Mansion will be forfeited.**

**Rental Information**

A wedding rental consists of a **five-hour event** plus two hours for set-up and one hour for clean-up -- a total of eight hours. Set up may begin as early as 3 pm and your event must end no later than 11 pm. If wedding ceremony is to be held at the Mansion, your event's start time must be at least one half hour before the ceremony's start time. Changing rooms for the bridal party are available during the set-up period.

**SINGLE EVENT RENTAL FEE**

Cheney Mansion offers 2 time frames for rentals per day (morning events and evening events). The Single Event Rental Fee applies if you choose to have your 5-hour event **midday**, or if early set-up is needed for a tent.

A wedding ceremony rehearsal may be scheduled by Cheney Mansion staff no sooner than 3 weeks in advance of event, depending on the Mansion's rental availability. Rehearsal **must** begin at scheduled time and conclude in the one-hour time period (\$150). Additional rehearsal time will be billed at \$75.00 per half-hour, and will be deducted from the damage deposit. No food or liquor may be served during a rehearsal.

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

Please make checks payable to **Cheney Mansion**.  
Sign this **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 \_\_\_\_\_