

# CHENEY ❖ MANSION

220 N. Euclid Avenue • Oak Park, IL 60302 • 708-725-2500  
cheneymansion@pdop.org

## MUSIC POLICY, MUSICIANS AND DJ'S

### BEFORE THE EVENT

Schedule a walk-through of Cheney Mansion at least two weeks prior to the event if you are unfamiliar with the facility. For directions, please see our website, [cheneymansion.com](http://cheneymansion.com) or contact the Cheney Mansion Supervisor

### CHENEY MANSION POLICIES

- Amplified music is allowed on all three floors and limited outdoors. The rooms in Cheney Mansion create a very bright sound, and a minimum of amplification and speakers are necessary.
- As Cheney Mansion is located in a residential neighborhood, reasonable amplified music is allowed outside for events on Fridays, Saturdays and Sundays. Outdoor music for events on Friday, Saturday and Holiday weekend Sundays must end at 10:00 p.m. An acceptable decibel level guideline ranges from 65-80db depending upon bass levels and a sound check will be required before the event and then checked throughout the event.
- Minimal amplified music will be allowed outdoors for events on Sunday except for Holiday Sundays. Outdoor music for events on Sunday must end at 9:00 p.m. except for Holiday Sundays.
- Cheney management retains the right to control volume. Please keep sound to suggested levels.
- Cheney Mansion has a Sonos sound and speaker system located in the house with some capacity to move specific speakers outdoors.

### EQUIPMENT SET-UP

- Bands and DJ's 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.
- All items must be hand carried up the stairs. There is no elevator nor are hand trucks allowed.
- The back stairway through the kitchen is used to access the third floor dance room. The Cheney Mansion Supervisor must approve use of main staircase for set up prior to the event start time. After unloading, your vehicles must be moved 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 only during the two hour of set-up of an 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 Supervisor, and must be removed at the conclusion of the event. Fog machines are not allowed.

### END OF THE EVENT

- All indoor music is to conclude at the end time of the event. Outdoor music end time requirements are identified above and need to be strictly followed. Please confirm the event end times with client or Cheney Mansion Supervisor
- All vendors must vacate the Mansion no later than 11:30 pm on the weekends, 10:30 pm on weeknights. Cheney Mansion is not responsible for any equipment left on the premises.

Please sign after reading carefully, and scan or mail to Cheney Mansion, 220 N Euclid, Oak Park, IL 60302 or email, [cheneymansion@pdop.org](mailto:cheneymansion@pdop.org). Please retain a copy for yourself. Visit our website at [cheneymansion.com](http://cheneymansion.com), or call 708-725-2500 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 \_\_\_\_\_

Location for Set-up \_\_\_\_\_ Arrival Time \_\_\_\_\_

Music Start time \_\_\_\_\_ Music End time \_\_\_\_\_