

# CHENEY + MANSION

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

## PETITE WEDDING RENTAL CONTRACT

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

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

Phone Number : \_\_\_\_\_ ( Please check one) Cell \_\_\_ Home \_\_\_ Work \_\_\_

Phone Number: \_\_\_\_\_ (Please check one) Cell \_\_\_ Home \_\_\_ Work \_\_\_

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

Date of Event: \_\_\_\_\_

Renter Access Time:

Event Starts:

Event Ends:

Guest Count:

### **Petit weddings at Cheney Mansion consist of no more than 50 people including the Bride and Groom.**

- Renters have access to the first floor, outdoor grounds and greenhouse (weather permitting).
- 4 hour event time, exclusive of set up and break down time.
- Access to the Mansion for renters is 1 hour prior to your event start time.
- Caterers and Cheney Staff will arrive 2 hours prior to your event start time for set up.
- Vendors may deliver 2 hours prior to your event start time.

### **PETIT WEDDINGS ARE AVAILABLE:**

- Weekdays and weeknights
- Saturday mornings
- Sunday- day or evening

**RENTAL FEE** **\$1500** \_\_\_\_\_

### **Additional Fees**

Coat Check (October through April) \$ 150 \_\_\_\_\_

**\$500 Security Deposit (see below)** **\$500.00**

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

After \$500 Deposit Received, Balance of \_\_\_\_\_ Due on (date) \_\_\_\_\_

***RENTAL BALANCE DUE 60 DAYS PRIOR TO EVENT***

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**Please read all information carefully before signing and initialing.**

## **RENTAL & SECURITY DEPOSIT FEES INFORMATION**

To confirm your date, a non-refundable deposit of \$500.00 must be submitted with this reservation contract. The security deposit will be refunded one to two 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 \$500.00 DEPOSIT IS NON-REFUNDABLE IF YOU CANCEL YOUR EVENT. YOU HAVE THE OPTION OF APPLYING THE DEPOSIT TO A FUTURE DATE WITHIN ONE YEAR OF ORIGINAL EVENT DATE.**

**Full payment of the rental fee balance is due 60 days before the event. If payment is not received by 60 days before the event, Cheney Mansion retains the right to cancel the event and applicant forfeits all monies theretofore paid to Cheney Mansion and the Park District of Oak Park.**

**If payment has been made in full and event cancellation occurs prior to event date, refunds will be issued based on the below schedule:**

**60 days from event date: 25% of event total  
30 days or less no refund will be issued.**

## **RENTAL INFORMATION \_\_\_\_ (int.)**

**Rental includes access to the first floor, outdoor grounds and greenhouse. The first floor of the home and the grounds are wheelchair accessible. Second floor would be accessible only for additional restrooms if needed.**

\*If your wedding ceremony is to be held at the Mansion, your ceremony time must be ½ hour after the contract start time.

\*Wedding party and family have access to the Mansion 1 hour prior to event start time for photos.

\*Cheney Mansion is located in a historic residential neighborhood, and therefore all events in the house and on the grounds must end no later than 11:00 pm.

\*Caterers and delivery of personal items i.e. flowers, cake, candles etc. must be arranged for during the 2 hour set up time.

\*Our Petite Wedding Package catering is contracted with our designated preferred caterer for this package.

\*Alcohol can be purchased by the renter, but served by the licensed caterer contracted for the event. No alcohol can be taken off premise the night of the event. Arrangements must be made with venue to schedule a pick up as early as the next day.

\*Alcoholic beverages will stopped being served 30 minutes before the event end time. No last call and no shots are allowed.

\*All food products must be provided by a licensed food handler with proper certificate of insurance.

\*Cheney Mansion staff will consist of an Event Supervisor and Event Attendants for your event.

\*As the renter, you are responsible for any damage that may occur from vendors (except caterer) and your guests.

\*Cheney Mansion has a Sonos speaker system throughout the first floor accessible to renters as well as a wireless microphone and portable speaker

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Rental fees include the use of:

- (16) 60" round tables
  - (4) 6' rectangle tables
  - (9) 8' rectangle tables (3 of which are permanently located on the 3<sup>rd</sup> floor),
  - (14) Adjustable highboy tables
  - 150 Mahogany chairs
  - 150 white chairs
- Cheney Mansion Audio system. **Please test equipment prior to event date.**

\*Plates, tableware, glassware and linen will be provided as part of the catering contract.

## **REHEARSAL \_\_\_\_ (int.)**

A wedding ceremony rehearsal may be scheduled no sooner than 3 weeks in advance of event, depending on the Mansion's rental availability. A 1-hour rehearsal may be scheduled between 4-6:30 pm-at no additional cost and **must** begin at scheduled time and conclude in the one-hour time period. Additional rehearsal time will be billed at \$100 per half-hour based on availability, and will be deducted from the damage deposit. No food or liquor may be served during a rehearsal.

## **MUSIC & DANCING \_\_\_\_ (int.)**

Amplified music is allowed indoors and outdoors and sound volume is at the discretion of the Mansion staff. Volume levels will be monitored by Cheney Staff to be at appropriate levels in accordance with a residential neighborhood.

Dancing is allowed outside on the patio weather permitting. Music outdoors on Sundays and weeknights must end at 9 p.m. without exception and will have little to no amplification. Friday nights, music outdoors must end by 10 p.m. without exception. Music outdoors during the day both Saturday and Sunday must be at appropriate levels in accordance with a residential neighborhood and will be at the discretion of the Event Supervisor. Dancing indoors would occur on our first floor in our Parlor and Garden Room. We cannot allow dancing in our main Living Room.

Your DJ can load in during the 2 hour set up time. ***Please have your musician schedule a walk-through with the Cheney Mansion staff before signing a contract with them to prevent any misunderstandings about our requirements.*** Your DJ or musicians must sign and return a copy of our Music Policy to Cheney Mansion 3 weeks before your event.

## **PARKING**

Guest parking is available on the street. Please be considerate of our neighbors by not blocking driveways and by leaving quietly. No alcoholic beverages can be taken off premise or outside the fence during the event.

## **MISCELLANEOUS POINTS**

- No helium balloons on property
- Candle flames must be glass enclosed.
- Rice, birdseed, and confetti may not be thrown on the property.

## **GRATUITY**

Cheney Mansion Staff cannot accept gratuity. Gratuity to servers and bartenders from your catering company during your event at Cheney is not required. Additional gratuity outside of your catering contract, can be given either prior to or at the conclusion of your event. Cheney Mansion prefers not to have tip jars out on bars.

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## **SMOKING \_\_\_\_ (int)**

Cheney Mansion and its property is a non-smoking facility and smoking is only allowed outside of property gates. Violators will be assessed a \$100.00 fee. If resulting smoke activates the fire alarm, the Undersigned will be assessed an additional \$100.00 fee. Guests cannot take alcohol outside of the Mansion grounds.

## **PERSONAL PROPERTY \_\_\_\_ (int)**

While the Cheney Staff takes every precaution on the day of your event, we cannot be responsible for personal items left before, during or after an event. Make sure all items are locked up during or taken with you after your event.

**The undersigned has read and agrees to abide by all of the Cheney Mansion and Park District of Oak Park policies and will assume responsibility for any damage done to or excessive clean up needed to the facility, grounds or its contents during the rental period and occurring as a result of using such facilities. The undersigned is also responsible for any damage to Cheney Mansion incurred by guests, musicians or vendors other than the preferred caterer.**

**Furthermore, the undersigned, their vendors, agents, employees, and guests will attend and use Cheney Mansion facilities at their own risk. Cheney Mansion nor the Park District of Oak Park shall be liable for any damage arising from personal injuries sustained by any such person on the premises and assumes full responsibility for such damages. Cheney Mansion and the Park District of Oak Park and its staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left on premises in connection with an event. In consideration of being granted the right to use Cheney Mansion facilities, the undersigned 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 Cheney Mansion or its facilities.**

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

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Signature of Applicant

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Date of Application

In order to secure your date, please return the completed contract via email to [cheneymansion@pdop.org](mailto:cheneymansion@pdop.org), via U.S. Post or dropping off at the Mansion. Deposits can be made with credit card or check or cash.

Please make checks payable to **Park District of Oak Park** Cheney Mansion, 220 North Euclid, Oak Park, Illinois 60302

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The safety and health of the community, staff and visitors to Cheney Mansion is of the utmost importance. While Illinois is in the Bridge Phase of its plan, requirements for events held at Cheney Mansion are below. Upon movement to Phase 5 of the Restore Illinois Plan, events at Cheney Mansion will return to normal operations and requirements.

## COVID-19 Restore Illinois Bridge Phase Requirements:

- Guest size is limited to a maximum of 250 outdoors and 120 indoors with 6ft of distancing between the backs of chairs.
- Cheney Mansion Staff and Caterers will wear face-coverings
- Guests will wear face-coverings if they cannot maintain 6 feet distance from non-household members and if children under the age of 12 are in attendance.
- Face coverings can be removed while guests are dining and drinking at tables.
- Dancing for weddings will be restricted to the couple for their first dance and the couple's dance with their parents.
- No open dance floors are allowed.

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Signature of Applicant

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Date of Application