

# CHENEY MANSION

220 N Euclid Ave Oak Park, IL 60302 708-725-2500

[cheneymansion@pdop.org](mailto:cheneymansion@pdop.org)

## RENTAL CONTRACT FOR CEREMONY ONLY

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

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

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

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

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

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Guest Count: \_\_\_\_\_

### **Rental Fees**

Wedding Ceremony	\$ 1200.00 _____
Security Deposit (see below)	\$ 500.00 _____

### **Additional Fees**

Additional Time per Hour (prior to ceremony only)	\$ 400.00 _____
Coat Check (October through April)	\$ 150.00 _____

<b>Total Rental</b>	<b>Date Due</b> _____	<b>\$</b> _____
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### **RENTAL BALANCE DUE 60 DAYS PRIOR TO EVENT**

### **Rental and Security Deposit Fees Information**

To confirm your date, a security deposit of \$500 must be submitted with this reservation contract. This security deposit will be refunded approximately one week after your event, unless additional charges are incurred as a result of your rental.

### **THE \$500 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 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 the Mansion.

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A ceremony only rental consists of a four-hour event, inclusive of set up, use of bridal and groom's suites, photography and ceremony. Set up for your ceremony will consist of 1 hour timeframe and all deliveries and/or set ups must be done in this hour. Guest arrival time must be at least one half hour before the ceremony start time. Rental includes use of the first and second floor of the Mansion and grounds.

Rental time cannot go any later than 2 p.m. with all clean up and client exit completed at that time.

Light food and beverages are allowed during your 4 hour rental period. Food can either be ready to serve from a licensed, commercial source or, provided by a caterer. We cannot allow any homemade products. Any alcoholic beverages must be served by a licensed and insured caterer or bartender and must obtain a Village of Oak Park Liquor License.

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. Additional rehearsal time will be billed at \$75.00 per half-hour, and will be deducted from the security deposit. No food or liquor may be served during a rehearsal.

Cheney Mansion is a non-smoking property both indoors and out and this does include vape pens. Violation of the non-smoking policy will result in the assessment of a \$100 fine. Should the alarms get tripped due to smoking/vaping and the Fire Department arrives, loss of the \$500 deposit will result. The undersigned is also responsible for any damage to the Mansion incurred by musicians during load-in and load-out.

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, including damage by attendees.

I understand that I am responsible for any damages done by vendors hired on my behalf and damages may result in forfeiture of some or all of the security deposit.

Furthermore, I, my vendors, agents, employees, and guests will attend and use Cheney Mansion facilities at our own risk. Cheney Mansion shall not be liable for any damage arising from personal injuries sustained by any such person on the premises Cheney 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 in connection with an event. In consideration of being granted the right to use 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 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

Please make checks payable to **Cheney Mansion** or The Park District of Oak Park