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 before the event if you have not been to our facility or if it has been more than 12 months since your last event. Please email cheneymansion@pdop.org or call 708-725-2500 to set up a time. Directions are located on our website, cheneymansion.com

CHENEY MANSION POLICIES

- Amplified music is allowed indoors and outdoors with some limitations. The rooms and outdoor patio at Cheney Mansion create a very bright sound. Subwoofers cannot be used indoors or outdoors, and Management will show musicians and DJ's where the set-up is for indoors and out. Outdoors, speakers must face into the house to minimize sound carrying out to the surrounding residential area.
- As Cheney Mansion is 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 observed Park District Holiday weekend Sundays must end at 10:00 p.m. An acceptable decibel level guideline ranges from 75-85db depending upon bass levels and microphone volume, and a sound check will be required before the event and then checked throughout the event. Microphone volumes should be kept to a minimum.
- Minimal amplified music will be allowed outdoors for events on Sunday. Outdoor music for events on Sunday must end at 9:00 p.m. except for observed Park District Holiday Sundays.
- Cheney management retains the right to control volume. Please keep sound to suggested levels. Failure to comply will result in forfeiture of the client's rental deposit and termination of music.
- Cheney Mansion has a Sonos sound and speaker system located in the house with capacity to move specific speakers outdoors. No sound boards or mixers are to be plugged into the Sonos speakers. Cheney Mansion staff will provide directions for the use of Sonos system. Cheney Mansion Staff does not manage any playlists during your event. Cheney Mansion Staff is responsible for handling any equipment owned by Cheney Mansion.
- DJs and Musicians contracted for the event are prohibited from consuming alcohol during the contracted time. Cheney Mansion is a non-smoking facility both indoors and outdoors on the grounds including e-cigarettes or vapes.
- Cheney Mansion Management retains the right to end the music and ask the DJ or Musicians to vacate the property should any of these limitations be violated.
- Cheney Mansion requires all vendors to provide a Certificate of Insurance to be emailed along with the signed acknowledgement page of this agreement. Coverage should be the standard of a minimum of $1,000,000 per incident, $2,000,000 aggregate and The Park District of Oak Park must be listed as additionally insured. Many agencies issue one day coverage for a small fee. You can also apply for one day coverage at https://www.theeventhelper.com who is partnered with the Park District of Oak Park's insurance company with all required coverage. The Park District of Oak Park nor our insurance company receive any sort of fee for use of this service.

EQUIPMENT SET-UP

- Musicians and DJ load in and out of all equipment will be through the side service entrance or back walkway (if outdoors) located off the alley on the north side driveway. Vehicles cannot be left

unattended during load in and out. All equipment is to be provided by a contracted DJ or musicians. There is no parking on the property.

- All items must be hand carried through the house and up the stairs. There is no elevator nor are hand trucks allowed.
- The Cheney Mansion Supervisor must approve use of the main staircase for set up prior to the event start time. After unloading, your vehicles must be moved to street parking on Erie Street just north of the Mansion. Please leave parking spaces on Euclid Avenue for the guests of your client.
- Equipment set-up is allowed only during the two hours of set-up of an event**.** Prior to the final walk-through with Cheney Mansion, please 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 Manager 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's end times with client or Cheney Mansion Supervisor or Manager.
- 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. Please retain a copy for yourself. Visit our website at 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 _____