CHENEY MANSION

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

RENTAL CONTRACT

Client Name(s): _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Email Address: _____

Date of Event: _____

Set-Up Time: _____ Event Starts: _____ Event Ends: _____ Guest Count: _____

WEDDING PACKAGE RENTAL FEES:

Ceremony and Reception:

Day and Time	Dates	Price	Mark Selection
Saturday Evening (5 hrs.)	Apr 16-Dec 31	$4,200	_____
Saturday Morning (4 hrs.)	Apr 16-Dec 31	$2,800	_____
Saturday Full Day *Access at 9:00A, 1 additional event hour*	Apr 16-Dec 31	$8,000	_____
Saturday Evening (5 hrs.)	Jan 1-Apr 15	$3,700	_____
Saturday Full Day *Access at 9:00A, 1 additional event hour*	Jan 1-Apr 15	$7,500	_____
Friday Evening (4 hrs.)	Year-round	$3,300	_____
Friday Full Day	Year-round	$7,000	_____
Sunday Morning or Evening (4 hrs.)	Year-round	$2,900	_____
Sunday Full Day *Access at 9:00A, 1 additional event hour*	Year-round	$5,500	_____
Weekday (Mon-Thurs)	Year-round	$2,900	_____

Reception Only:

5-Hour Event Time *1st floor, patio/greenhouse, outdoor grounds (weather permitting)*	Year-round	$2,800	_____

Security Deposit for Weddings and Receptions:

Security Deposit *Refundable after your event*	$500	_____

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NON-WEDDING PACKAGE RENTAL FEES:

Corporate / Celebrations / Memorials:

Space	Time	Price	Mark Selection
1 Room, 4 hrs.	8:00A start time	$600	_____
Patio & Greenhouse, 4 hrs.	8:00A start time	$1,000	_____
First Floor, 4 hrs.	8:00A start time	$1,200	_____
1 Room, 4 hrs.	5:00P start time	$800	_____
Patio & Greenhouse, 4 hrs.	5:00P start time	$1,200	_____
First Floor, 4 hrs.	5:00P start time	$2,000	_____
1 Room, 8 hrs.	All-Day	$1,000	_____
Patio & Greenhouse, 8 hrs.	All-Day	$1,500	_____
First Floor, 8 hrs.	All-Day	$2,500	_____

Additional Fees:

Additional Time per Hour	$400	_____
Coat Check (Oct-Apr)	$150	_____
Additional Room Rental	$200	_____
Outdoor Grounds Closure	$500	_____

Corporate / Celebrations/ Memorials Security Deposit:

Security Deposit *Refundable after your event*	$300	_____

Oak Park Residents and Non-Profits: 15% Discount Available Mondays-Thursdays

Total Rental Fees & Security Deposit: _____

After the Security Deposit is received, the balance of _____ is due on _____

Balances for wedding packages are due 90 days prior to your event. Balances for non-wedding packages are due 60 days prior to your 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 two to four 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 CAN APPLY THE DEPOSIT TO A FUTURE DATE WITHIN ONE YEAR OF THE ORIGINAL EVENT DATE.

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 the 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:

- 90 days from event date: 50% of event total
- 60 days from event date: 25% of event total
- 30 days or less no refund will be issued.

GROUP SIZE

- 150-170 guests indoors, seated/plated dinner.
- 150-170 guests for a buffet dinner.
- 175-200 guests indoors for a stationed or cocktail reception (no table seating for all).
- 200+ guests outdoors for garden party with tent (no flooring allowed.)
- The mansion can seat 100 people in the living room, theatre-style.

Seating in the foyer required approval of Cheney Mansion Manager.

RENTAL INFORMATION _____(initial)

Only the first floor of the home and the grounds are wheelchair accessible. Second and third floors are accessible by stairs only.

*A Saturday evening rental consists of a five-hour event. All other evening rentals consist of a four-hour event plus two hours for set-up and one hour for clean-up. Additional hours may be purchased depending on availability of additional time.

*Morning rentals consist of a four-hour event plus two hours for set-up and one hour for clean-up. Set up may begin as early as 7am. You event must end no later than 2pm.

*If your wedding ceremony is to be held at the Mansion, your ceremony time will be 30 minutes after the contract start time.

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*Changing rooms for the bridal party are available during the set-up period. You are responsible for removal of personal items in the dressing rooms. Any alcoholic beverages must be served by a licensed caterer if wanted during the two hours set-up time. Wedding party and family members are not allowed to bring alcohol. Any alcohol found in suites will be confiscated and part of client alcohol pickup after the vent.

*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 two-hour set up time.

*We request you use a preferred caterer from the approved list. Exceptions must meet with the Manager of Operations and will require a $1000.00 fee due from the non-preferred caterer and signed agreement from the non-preferred caterer as well as all required licensing and insurance.

*Alcohol can be purchased by the renter but served by the licensed caterer contracted for the event. All servers, including bartenders, must work for a licensed catering company or staffing company that have provided us proof of General Liability Insurance; Dram Shop or Liquor Liability Insurance COI naming the Park District as Additionally Insured. BASSET Certification requirement for all alcohol servers; and appropriate liquor licensing. THC- and cannabis-infused drinks will not be permitted during your contracted rental period. No alcohol may be taken off the premises the night of the event. Arrangements must be made with the venue to schedule a pickup as early as the next day.

*Alcoholic beverages will stop 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.

*Only licensed and insured companies can utilize the kitchen and equipment

*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 caterers) 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

All rental fees include the use of:

- (15) 60" round tables
- (8) 6’ rectangle tables
- (9) 8’ rectangle tables (3 of which are permanently located on the 3rd floor),
- (14) Adjustable highboy tables
- 150 Mahogany chairs
- 150 white chairs
- Seasonal Tent with adjustable sides will be installed covering the patio in early Spring and removed in the Fall depending on weather conditions.
- Cheney Mansion Audio system

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*Any additional rentals including PLATES AND GLASSWARE WOULD BE RENTED THROUGH YOUR CATERER.

REHEARSAL _____(initial)

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 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. A rehearsal dinner is a separate rental and can be arranged with the Mansion as such.

MUSIC & DANCING _____(initial)

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. 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 also be kept to a minimum. The outdoor space is not conducive to bands with amplified instruments and vocalists and will be limited. The Manager must approve all bands. Failure for DJs or Musicians to comply with stated acceptable levels of sound will result in the forfeiture of the client's deposit.

Dancing is allowed outside on the patio on Friday, Saturday and Sunday weather permitting. Music outdoors on Friday Saturday and holiday weekend Sundays must end at 10 p.m. without exception. Music outdoors on non-holiday Sunday evenings must end at 9 p.m. without exception and will have little to no amplification.

Dancing is allowed indoors on the first floor for up to 80-120 people.

Your DJ must 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. You're 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.
- Sparkler send offs are not allowed due to fire hazard risk
- No runners are allowed on the grass and any petals must be real if used for ceremony.

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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.

SMOKING _____(initial)

Cheney Mansion and its property is a non-smoking facility and smoking is only allowed outside of property gates including any vaping. Violators will be assessed a $100.00 fee. If resulting smoke activates the fire alarm, the Undersigned will be forfeit the $500.00 deposit fee. Guests cannot take alcohol outside of the Mansion grounds.

PERSONAL PROPERTY _____(initial)

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.

_____ _____

Signature of Applicant Date of Application

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