

**Elizabeth F. Cheney Mansion
220 N. Euclid
Oak Park, Illinois 60302
708/383-2612**

Rental Contract for Private Cooking Class

Client Name(s): _____

Address: _____

Email address: _____

Day Phone Number: _____ Evening Phone Number: _____

Date of Event: _____ Start Time: _____ End Time: _____

Guest Count: _____

Rental Fees

Cooking Class (10 people minimum, \$35/person; depending on menu) \$ _____

Total Rental Due 90 Days Prior to Event

THE 50% DEPOSIT IS NON-REFUNDABLE IF YOU CANCEL YOUR EVENT.

Cancelations must be received 1 week prior to event date.

Cheney Mansion is a non-smoking facility. If guests should decide, against Mansion policy, to smoke indoors, and the resulting smoke activates the fire alarm, the undersigned will be assessed a \$75.00 fee.

The undersigned has read and agrees to abide by all of the Elizabeth F. 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.

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

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

Signature of Applicant

Date of Application

Title

Please make checks payable to the **PARK DISTRICT OF OAK PARK**
Remit to: Cheney Mansion, 220 North Euclid, Oak Park, Illinois 60302

OFFICE USE ONLY

DAMAGE DEPOSIT RECEIVED Amount _____ Check # _____ Date _____ Confirmed _____

RENTAL FEE RECEIVED Amount _____ Check # _____ Date _____

DAMAGE DEPOSIT RETURNED _____