

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

**Rental Contract for Oak Park Corporate and Oak Park Non-Profit Events**

Organization: \_\_\_\_\_

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

Phone Number for Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ phone: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Guest Count: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Starts: \_\_\_\_\_ Event Ends: \_\_\_\_\_

**Rental Fees**

OP Corporation-(proof of business residency required) received \_\_\_\_  
(Sunday – Thursday) \$1,400 \_\_\_\_\_  
(Friday –Saturday) \$1,800 \_\_\_\_\_

OP Not-for-Profit Organization (501 C-3 letter required) received \_\_\_\_  
(Sunday – Thursday) \$ 900 \_\_\_\_\_  
(Friday –Saturday) \$1,800 \_\_\_\_\_

**Additional Fees**

Single Event Rental (see back) \$1,200 \_\_\_\_\_  
Third Floor for Dancing \$ 400 \_\_\_\_\_  
Grounds Maintenance for Tent (Not including tent rental) \$ 400 \_\_\_\_\_  
Additional Time per Hour \$ 350 \_\_\_\_\_  
Coat Check (October through April) \$ 150 \_\_\_\_\_  
Use of Piano \$ 100 \_\_\_\_\_

**Total Rental Amount** \_\_\_\_\_

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

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

After \$1,000 Deposit Received, Balance of \$ \_\_\_\_\_ Due on (date) \_\_\_\_\_

**RENTAL BALANCE DUE 90 DAYS PRIOR TO EVENT**

**Rental and Security Deposit Fees Information**

**To confirm your date**, a deposit of \$1,000.00 must be submitted with this reservation contract (\$500.00 rental deposit and \$500.00 security deposit). The rental deposit will be applied to your rental fee. The security deposit will be refunded four to six 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 \$1,000.00 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 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 applicant forfeits all monies theretofore paid to the Mansion.**

