

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

Rental Contract for Private Events for Oak Park Residents

Client Name(s): _____

Address: _____

Phone Number: _____ (please check one) cell _____ home _____ work _____

Phone Number: _____ (please check one) cell _____ home _____ work _____

Email Address: _____

Date of Event: _____ Guest Count: _____

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

Rental Fees

Oak Park Residents only

Private Event (Sunday – Thursday)	\$ 850	_____
(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.

