

# Elizabeth F. Cheney Mansion Rental Use Policy

## **GROUP SIZE**

150 guests indoors, seated for dinner. 175 guests indoors for a buffet or cocktail reception (**no table seating for all**). 200 guests outdoors for garden party with tent. We can seat 120 people in the living room, theatre-style.

## **HOURS**

The Cheney Mansion is located in a historic residential neighborhood, and therefore guests must vacate the house and grounds no later than 11:00 pm.

## **RENTAL SPACE**

Rental includes use of the first and second floors; the third floor may be rented for dancing. For security and safety reasons, guests may not enter the kitchen, basement, or roped off areas.

## **RESTROOMS**

There is 1 restroom on the First Floor, 3 on the Second Floor, and 1 on the Third Floor. Our staff will keep restrooms clean and stocked throughout your event.

## **MUSIC AND DANCING**

**Non-amplified music is allowed on all three floors; amplified music and dancing are allowed on the third floor only.** In consideration of the residential neighborhood surrounding Cheney Mansion, absolutely no amplified music is allowed on the grounds of the Mansion. A baby grand piano in the living room is available for a fee.

### **All music must conclude one-half hour prior to the scheduled end of your event.**

Any bands or disk jockeys using the third floor must load all their equipment through the back stairway. Client is responsible for any damage done by musician to the Mansion during load-in and load-out. 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. Your DJ or musicians must sign and return a copy of our Music Policy to the 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.

## **SMOKING**

The Cheney Mansion is a non-smoking facility. If guests should decide, against Park District policy, to smoke, and the resulting smoke activates the fire alarm, the client will be assessed a \$100 charge.

## **EQUIPMENT**

Mansion equipment is available for your indoor use, and is included in your rental fee. We have ten 60" round tables, and four 8' tables. Our 60" round tables can seat as many as 10 people per table. In order for your event to run smoothly, all other equipment, without limitations, such as linens, china, glassware, flatware, chairs, as well as additional tables, must be rented through, and set up by, your caterer.

## **MISCELLANEOUS POINTS**

- ◆ Candle flames must be glass enclosed.
- ◆ Rice, birdseed, and confetti may not be thrown on the property.
- ◆ No ice sculptures are allowed.

## **CATERING SERVICES**

All events must be catered by a firm approved by the Mansion. We will be happy to provide you with a list of referrals appropriate to your event. All caterers must provide copies of the following documents at least 60 days prior to catering any events at Cheney Mansion. Certificates of insurance must be in a form and substance satisfactory to Cheney Mansion and the Park District.

1. Copy of current valid catering license.
2. Certificate of General Liability Insurance coverage for at least \$1,000,000.00.
3. Certificate of Liquor Liability Insurance coverage for at least \$1,000,000.00.
4. Oak Park Liquor License (Class P - Subsidiary)

The Village of Oak Park requires that all caterers either selling or serving liquor must obtain a liquor license unless they already hold a valid Oak Park Class G license (a copy must be provided to Cheney Mansion). License fees are \$50.00 per event. The Mansion must receive a copy of the caterer's liquor license at least six weeks before the event.

**Caterers not on our catering list will be assessed a \$500 administrative fee.**

Any specialty items such as cakes or baked goods must also be supplied by a licensed food handler. Your caterer may serve food or beverage on the first floor; buffet food service or stations in rooms other than the dining room must be pre-approved by Mansion staff. For safety reasons, guests may not carry food or drink between floors.

## **DELIVERIES AND INSTALLATION**

Tenting is at the discretion of the mansion and must be pre-approved by the manager. No flooring permitted.

All deliveries must be made Monday through Friday between the hours of 10:00 am and 3:00 pm, or within the two hour set up time preceding the event, to our service entrance, which is located off the alley on the northeast corner of the building.

Any additional lighting, props, or special set-ups must be pre-approved by the Cheney Mansion Director. Installation of special decorations or equipment is restricted to the two-hour set-up period prior to the event. Removal must be done during the one-hour clean-up period. Any special props, floral materials, etc., must be taken the evening of the event. Cheney Mansion cannot be responsible for any materials left in the house.

Final floor plans, set-up instructions, and a delivery schedule from all vendors (i.e. florists, caterers, musicians) must be confirmed with the Mansion staff one week before the event.

## **LIQUOR SERVICE**

Cheney Mansion allows clients to provide their own liquor however, any remaining liquor will not be released directly after your event. Arrangements must be made to pick up remain liquor the next business day. All bartenders must be provided by your caterer. The caterer must also supply the bar set-up (ice, mixes, tonics, non-alcoholic beverages, etc.) Liquor must be served by a licensed, catering bartender. Proper licensing and insurance are the responsibility of your caterer as monitored by the Mansion staff. When wedding ceremony is held at the mansion, bars are to open only **after** the ceremony ends. All bars must close one-half hour prior to the scheduled end of your event. Liquor may not be served to persons under the age of twenty-one. Open alcoholic beverages may not be taken off the premises. No cash bars are allowed. Kegs are not allowed.

Drinks and food may not be carried between floors; therefore, if bar service is provided on the third floor, a bar serving the same beverages must also be kept open for the same hours on the first floor.

**Important: As you formalize your plans with your musicians, florists, caterers, etc., please keep us informed to guarantee that your event goes as smoothly as possible.**

**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**