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

Rental Contract for Private Events

Client Name(s): _____

_____

Address: _____

_____

Phone Number: _____ (please check one) cell____ home____ work____

Phone Number: _____ (please check one) cell____ home____ work____

Date of Event: _____ Guest Count: _____

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

Rental Fees

Private Event (Sunday – Thursday)	$1,200	_____
(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.

If for any reason, applicant cancels event after all monies are paid, then all monies theretofore paid to the Mansion will be forfeited.

Rental Contract

Party rental consists of a four-hour event, plus two hours for set up and one hour for clean up.

A wheelchair accessibility ramp is available, and will be in place for your event provided you make the request no less than seven days in advance. The ramp provides accessibility to the first floor only. Second and third floors are accessible by stairs only. The first floor washroom is wheelchair accessible.

SINGLE EVENT RENTAL FEE
Cheney Mansion offers 2 time frames for rentals per day (morning events and evening events). This additional Single Event Rental Fee applies if you choose to have your 4-hour event **midday**, or if early set-up is needed for a tent.

All rental fees include the use of ten 60" round tables and four 8' tables.

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 undersigned will be assessed a $75.00 fee. The undersigned is also responsible for any damage to the Mansion incurred by musicians during load-in and load-out.

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