

CHENEY MANSION

220 N. Euclid Avenue • Oak Park, IL 60302 • 708-725-2500
cheneymansion@pdop.org

CATERING REGULATIONS

INTRODUCTION

Cheney Mansion has prepared these regulations as a reference guide for caterers working events. The regulations contained herein constitute a summary of Cheney Mansion's basic regulations; policies, guidelines and rules that caterers are expected to adhere to when conducting an event at Cheney Mansion. These regulations supersede all prior regulations, manuals, handbooks, policy statements, practices or customs. Please note that these regulations do not purport to be an all-encompassing statement of Cheney Mansion's regulations, policies, guidelines and rules. Cheney Mansion may, from time to time, modify, revise, add to, supplement, delete or discontinue any of the regulations, policies, and guidelines and rules contained herein. Whenever possible, Cheney Mansion will attempt to give caterers advance notice of such changes.

Each caterer should review and become familiar with the regulations contained herein. If you have any comments, suggestions or questions about any aspect of these regulations, you are encouraged to contact the Supervisor of Cheney Mansion. Every caterer after having read and reviewed these regulations, must sign, date and return the Acknowledgment Form found on the last page.

The Supervisor of Cheney Mansion shall be responsible for overseeing the enforcement of the guidelines contained herein and the general direction of events at Cheney Mansion. Should any question arise as to the proper interpretation of any provision of these guidelines or any other guideline, policy, regulation or rule regarding the Cheney Mansion, the decision of the Supervisor shall be final.

INSURANCE & FEES

Each caterer must obtain and keep in full force and effect at all times during the event(s) catered at Cheney Mansion comprehensive general liability and liquor liability insurance with such coverage's and in such amounts (see below) and issued by such companies as shall be reasonably acceptable to Cheney Mansion and the Park District of Oak Park ("Park District"), and in the case of Workers' Compensation, in such amounts as required by Illinois Law. Cheney Mansion and the Park District, its park commissioners, officers, officials, employees, volunteers and agents (collectively, "Additional Insured's") are to be covered as additional insured's at the contractor's expense. The Park District may require the caterer to provide a copy of the underlying insurance policies prior to catering any events at the Cheney Mansion. The caterer's insurance coverage shall be primary insurance for any and all covered claims, costs, causes, actions and expenses arising out of the provision or performance of catering services as respects the Additional Insured's. Any insurance or self-insurance maintained by the Additional Insured's shall be excess of the caterer's insurance and shall not contribute with it. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured's. Every insurance policy required by this paragraph shall not be suspended, voided or canceled, except after thirty (30) days' prior written notice by certified mail, return receipt requested, to the Cheney Mansion. However, at no time shall any caterer's insurance coverage's retrogress to coverages or limits lesser than those coverages and limits required by Cheney Mansion. Any failure to comply with reporting provisions of the policies shall

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not affect the coverage provided by the Additional Insured's.

Coverage shall state that the caterer's insurance shall apply separately to each Insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. The Insurer shall agree to waive all rights of subrogation against the Additional Insured's for losses arising from the provision and performance of the catering services.

Cheney Mansion and the Park District assume no liability for actions of the caterer. Each caterer shall fully indemnify and hold harmless the Additional Insured's against and from any and all claims, liability, loss, damage, cost or expenses, including, with limitation, legal fees, which Cheney Mansion and the Park District or any such other persons may sustain, incur, or be required to pay as a direct or indirect result of any and all wrongful or negligent acts of the caterer in the performance of its services.

All caterers must provide current copies and have on file at Cheney Mansion the following documents:

- A copy of the current valid catering license
- Certificate of General Liability Insurance coverage for at least \$1,000,000.00, naming both Cheney Mansion and the Park District of Oak Park as additionally insured.
- Certificate of Liquor Liability Insurance coverage for at least \$1,000,000.00
- Oak Park Liquor License (Class P—Subsidiary) should be received 30 days prior to event

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 D license (a copy must be provided to Cheney Mansion). Please contact the Village Clerk's Office, at 708.358.5678, for an application at least six weeks prior to your event(s) at Cheney Mansion. License fees are \$50.00 per event, or \$400.00 for one year, payable to the Village of Oak Park. Please submit your application to the Village Clerk's Office as soon as possible in order that the Liquor Commission, which meets monthly, can have sufficient time to approve the application. Cheney Mansion must receive a copy of your liquor license at least thirty days prior to the event. Failure to do so will result in a \$75.00 late fee and will jeopardize your ability to serve liquor at your event.

Caterers not on our approved catering list will be assessed a \$500.00 administrative fee, which must be received by Cheney Mansion at least one month prior to the event. All insurance certificates and licenses must be received, and all provisions herein must be satisfied, before a caterer can receive final approval for an event from Cheney Mansion. In addition, a certified check in the amount of \$1,000.00, made payable to the Park District of Oak Park, must be submitted to Cheney Mansion one week prior to the event. The check will be refunded barring any damage to the Mansion, extra cleaning, or overtime charges, incurred by caterers or their staff. If Cheney Mansion is required to clean up or restore the Mansion after an event, the caterer responsible for the event shall reimburse Cheney Mansion for all costs and expenses associated with the clean up and restoration. The cost of the clean up and restoration shall be taken from the certified check. If there are any funds remaining after the clean up and restoration costs have been subtracted, they shall be returned to the caterer. If the costs and expenses for the clean up and restoration exceed the amount of the certified check, Cheney Mansion reserves the right to pursue any and

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all legal options. Nothing in this provision shall be construed to limit the caterer's liability for damage caused to Cheney Mansion during the caterer's use

CATERING SALESPERSON

Each catering company should specify one salesperson to handle Cheney Mansion accounts. This person must be familiar with Cheney Mansion rules and regulations and must respond promptly to all prospective client inquiries. This person should also be in charge throughout events, and should be available for a final walk-through with the Cheney Mansion staff and client. If the designated person must leave early, the event must be assigned to a responsible person familiar with Cheney Mansion policies, and the Cheney Mansion Event Supervisor must be notified. If a new salesperson is assigned to the Cheney Mansion account, the caterer should notify the Cheney Mansion Supervisor and arrange a meeting for the new salesperson to see the house and to review Cheney Mansion regulations.

The caterer represents and warrant that the caterer and each person acting on its behalf has the skills and knowledge necessary to cater events at the Cheney Mansion in a safe, proper, efficient, thorough and satisfactory manner and understands that the Cheney Mansion is relying on such representation.

PERFORMANCE OF CATERING SERVICES

Each caterer understands, acknowledges and agrees- that the catering of events at the Cheney Mansion shall not give rise to an employment relationship between the caterer and the Cheney Mansion or Park District of Oak Park. It is understood that the caterer is not an employee of Cheney Mansion or the Park District of Oak Park and is therefore not entitled to any benefits provided employees of Cheney Mansion or the Park District of Oak Park. It is further understood by the caterer that they will not be covered under provisions of the workers' compensation insurance of the Park District of Oak Park and that any injury or property damage on the job will be the caterer's sole responsibility and not Cheney Mansion or the Park District of Oak Park. It is also understood that the caterer is not protected as an employee or as a person acting as an employee under the provisions of the public liability insurance of Cheney Mansion or the Park District of Oak Park and therefore will be solely responsible for its own actions. Cheney Mansion and the Park District will in no way defend the caterer in matters of liability. The hiring of personnel to provide the catering services shall be the responsibility of the caterer. The caterer will not be covered under social security, federal or state income tax withholding, or any other payroll-withholding program.

The caterer shall complete, maintain and submit to the Supervisor of Cheney Mansion any and all records and reports at such time and such forms as the Supervisor designee(s) may request.

CAPACITY

- 150 for seated dinner indoors
- 175 for buffet or cocktails indoors (not all will be seated)
- 200 for seated dinner or buffet outdoors, with rented tent

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SET UP & CLEAN UP

Each rental includes two (2) hours for set-up and one (1) hour for cleanup. Changes to these times must be discussed and approved by the Supervisor.

Set up by caterers will consist of all dining tables, highboys/cabaret tables, and chairs for ceremony, cocktail hour and reception. Cheney Mansion Staff can assist when necessary in order to maintain timeline for event. Cheney Mansion Staff will direct caterers for additional equipment needed.

Clean up will consist of clearing all tables and returning all chairs and tables to designated storage area as identified by Cheney Mansion Staff unless otherwise directed. Outdoor areas must be cleared of glassware, barware, bottles and cans and properly disposed of. Kitchen, Butler's Pantry, Dining Room, Foyer, Living Room, Parlor, Garden room and Solarium floors must be swept and mopped with supplies provided by Cheney Mansion.

Clean up is to be completed within one hour after the event's scheduled end time. Double time will be charged to caterers after midnight. Bars must close indoor music must stop one-half hour before the scheduled end of the event and outdoor music ends per Musicians signed agreement. Lead staff member for the caterer will do a walk through with lead Cheney Staff and sign off on completed clean up checklist.

EQUIPMENT AND USE

Cheney Mansion provides the following equipment:

- Fifteen (15) 60-inch round tables
- Seven (7) 8-foot rectangular tables (3 of which remain permanently on the 3rd floor)
- 150 indoor Mahogany Folding Chairs
- 150 outdoor White Folding Chairs
- Additional white chairs and some tables are stored in the garage and must be returned there

All other equipment, including linens, china, glassware, flatware, chairs and additional tables, the caterer must furnish. No hand trucks or dollies are allowed inside the Mansion. Use of paper or plastic wear can be discussed and approved by the Supervisor. High quality cut crystal- like recyclable or disposable barware is encouraged and can be reviewed with the Cheney Mansion Supervisor.

All chairs used indoors must have felt/tips on legs to prevent scratching of wood floors. Absolutely no outdoor chairs can be brought in for reuse indoors. This also includes high chairs.

Any tables for outdoor use must be rented. No mansion tables can be used outside. Due to multiple events each weekend, please be careful to use only your rentals/equipment.

Permission is required for outdoor grilling. Grills must be on the concrete driveway, away from the coach house and garage

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Caterers are welcome to use Cheney Mansion's stove, ovens and refrigerator. All such equipment must be cleaned after use. All other kitchen equipment belonging to Cheney Mansion can be used with the approval of the Supervisor.

No cutting is allowed on the kitchen's countertops; bring cutting boards. Please lift (do not drag) items across the floor.

The caterer shall have exclusive control over the means, manner and methods of catering an event, subject to the policies and regulations herein. Each caterer shall furnish all necessary property, tools and equipment (collectively, "Equipment") not otherwise provided by Cheney Mansion in order to cater its event. Each caterer shall maintain or cause to be maintained all Equipment used by the caterer in good repair and in a clean, sanitary and safe condition free from defects of every kind. Caterer shall periodically inspect all Equipment for this purpose. Cheney Mansion may inspect such Equipment to ascertain compliance with this regulation whenever Cheney Mansion deems such inspection appropriate. However, Cheney Mansion's right of inspection is not intended to and shall not create any duty or obligation to inspect or any other obligation or liability on the part of Cheney Mansion or the Park District of Oak Park. The caterer further represents and warrants that it is not now, nor shall it be while catering events at Cheney Mansion, in violation of any health, building, fire or zoning code or regulation.

The caterer further agrees and warrants that any Equipment owned or controlled by Cheney Mansion that is used by the caterer shall be used with due care and in the manner in which the Equipment was meant to be used. The caterer shall report all defects in or damage to any Cheney Mansion Equipment and the cause thereof, if known, immediately to the Supervisor of Cheney Mansion.

The caterer shall be responsible for any and all damage to Cheney Mansion and its Equipment during an event. If the Mansion or its Equipment is damaged or destroyed during this time, the caterer promises to pay all costs and expenses associated with repairing or replacing the property at Cheney Mansion's sole discretion.

The caterer must properly clean all Cheney Mansion Equipment used during an event directly after the event. The caterer agrees to pay any and all costs and expenses incurred by Cheney Mansion to clean such equipment if the caterer fails to properly clean it, at Cheney Mansion's sole discretion.

LINENS

Caterers are to provide all linens for events unless otherwise agreed to with the Supervisor of Cheney Mansion. Cheney Mansion provides 60-inch round tables for your use; please use 120-inch round linens to cover them.

DELIVERIES AND INSTALLATION

All deliveries of rental supplies must be made Monday through Friday, between 10:00 A.M. and 5:00 P.M. or within the two-hour set-up time preceding the event. Please enter and exit from alley driveway for all deliveries. The Cheney Mansion Coach House is a separate, private facility. Please do not block access

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to or from the coach house and alley. Independent liquor deliveries must be made during above delivery times, and a list provided for checking. Confirmation of deliveries and timelines will be reviewed with Supervisor one final time Thursday prior to the event. Cheney Mansion is not responsible for overages or shortages before, during or after an event.

The service entrance is located off the alley at the northeast corner of the building. This entrance may be accessed either from the alley or from the service driveway adjacent to the alley. The Euclid Avenue entrance to the service driveway must never be used for access or exit. Parking is not allowed in the alley or on the Mansion grounds; alley and service driveway access must not be blocked. Once unloading is completed, trucks should be parked on Erie Avenue. Engines and radios must be turned off during unloading and loading. No hand trucks are allowed inside Cheney Mansion.

Any additional lighting, props or special set-ups must be applied for and pre-approved in writing by the Cheney Mansion Supervisor. Installation of special decorations or equipment is restricted to the two-hour set-up period prior to the event, and removal during the one-hour cleanup period. Any special props, floral materials, etc. must be cleaned up and taken away the evening of the event. Cheney Mansion is not responsible for any materials left behind.

SERVICE AREAS SET-UP

Liquor Policy and Bar Set-Up

Cheney Mansion allows clients to provide their own liquor. We appreciate your cooperation with this policy. Quote food and liquor prices separately when submitting proposals, to allow clients maximum options. If clients supply their own liquor, the caterer should provide ice, mixes and other non-alcoholic beverages, and properly trained bartenders. The caterer is responsible for boxing up remaining liquor and placing it in the Cheney Mansion office. No liquor may be removed from the premises at the end of the event. Arrangements must be made to pick up remaining liquor on the next business day. Caterer only with the express direction of the client may remove liquor. Beer kegs may not be used and no shots of any kind will be allowed.

All bar equipment should be transported to the back patio or solarium via the sidewalk on the east side of Cheney Mansion, not brought in through the living room, except during inclement weather.

A properly trained catering bartender must serve liquor. Bars must be staffed at all times. Bartenders may not display a tip jar. When a wedding ceremony is held, bars are to open only after the ceremony ends. Drinks and food may not be carried between floors; therefore, if bar service is provided on the third floor, bar serving the same beverages must also be kept open for the same hours on the first floor. The caterer must provide carpet runners behind bar areas.

FOOD SERVICE

All rooms on the first floor, with the exception of the foyer, may be used for guest seating; please refer to floor plan for additional seating information. If client requests food stations in rooms other than the

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dining room, then prior written pre-approval must be obtained from the Cheney Mansion Supervisor.

Please do not set up beverages on the Cheney Mansion glass-topped buffets in the dining room. Ask for protection for the surfaces.

Set-up, bussing and cleanup of the third floor are to be done via back stairways only.

Outdoor grilling is permitted with written pre-approval from the Cheney Mansion Supervisor.

Due to health and insurance regulations, no leftover food may be given to the client and/or guests to take away.

Caterers may use alley dumpsters to dispose of all garbage, liquor boxes and food waste from Cheney Mansion premises. Dumpsters are marked as compost (food waste), recyclables and regular garbage. Caterers are responsible for disposing of all garbage in the appropriate alley dumpster designated for Cheney Mansion only. The Caterer's -provide their own garbage bags (55 gallon or larger), foil, food wrap etc.

STAFF

CHENEY MANSION STAFF

Cheney Mansion will provide an event supervisor; event attendants and coat check attendants (when contracted) for each event. The Cheney Mansion staff will ensure event space is properly prepped prior to caterer set up time, service restrooms before, during and after event, direct guests, aid in clean up and aid caterers in execution of event timeline. In the case of a wedding ceremony, the event supervisor will coordinate with the client the execution of the ceremony timeline.

CATERING STAFF

Caterers must provide sufficient staff for set-up, food preparation, serving and cleanup. All staff must be well groomed and uniformed. Any staff should wear not cologne/ perfume. No volunteer staff from the client can be used for set-up, food preparation, or service of food or liquor. Staff must be properly dressed and ready for service at the time guests arrive. Staff while on Cheney Mansion property may not consume alcoholic beverages, nor may alcoholic beverages be removed from Cheney Mansion grounds by staff without the express permission from the client.

All staff and equipment must enter through Cheney Mansion's side or rear entrances. Vehicles must enter through the alley and not the Euclid Avenue driveway. Vehicles may be parked in the driveway or near the service entrance for the event but cannot block access to the Coach House or garage. Catering staff can park their cars on Erie Street. Parking along Euclid is reserved for clients and guests.

The restroom for catering and Cheney Mansion staff is located on the second floor. Staff should not use the public restrooms. The office is reserved for the use of Cheney Mansion staff only.

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SMOKING

Smoking is not allowed in Cheney Mansion or on the property.

PRECAUTIONS

- Candle flames must be glass-enclosed. Incense may not be burned.
- Rice and birdseed may not be thrown.
- Ice sculptures and champagne fountains are not allowed.
- Guests are not allowed in the kitchen, back service areas or the basement.

CLIENT APPOINTMENTS

Please check with Cheney Mansion Supervisor before scheduling any client appointments during the set-up period. No appointments may be scheduled during an event

VIOLATION OF THESE REGULATIONS

Notwithstanding any provision in these regulations to the contrary, Cheney Mansion and the Park District of Oak park may prohibit a caterer from doing business at Cheney Mansion if, in the sole discretion of Cheney Mansion, the caterer's violation of these regulations warrants such action.

Any caterer that fails to comply with any of the preceding regulations will be placed on probation. The probation will be in effect for the caterer's subsequent three (3) events at Cheney Mansion. At the end of the probationary period, the caterer's performance will be evaluated. If the caterer has failed to improve its performance, or if further violations of these regulations have occurred, the caterer will be prohibited from doing business at Cheney Mansion. Cheney Mansion will cause immediate written notice of such action to be given to the caterer. If no further violations have occurred, the caterer will be removed from probation. A caterer, after having been removed from probation, may, in the sole discretion of Cheney Mansion and the park District of Oak Park, be prohibited from doing business at Cheney Mansion if that caterer violated the same, or any other regulation.

Any forbearance by Cheney Mansion in event of non-compliance with these regulations shall not be construed as a waiver of the Cheney Mansion's rights under these regulations or in law or equity nor shall any forbearance be construed as Cheney Mansion's consent to such non-compliance by the caterer.

CLAIMS AGAINST CATERER

In the event that any claim is threatened or made, or any action, suit or proceeding is brought against the caterer relating directly or indirectly to the catering of an event at Cheney Mansion, the caterer shall cause written notice thereof to be given to the Cheney Mansion immediately upon (and in no event more than five [5] days after) receipt of same.

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CONSTRUCTION OF REGULATIONS

Where the context admits in these regulations, the word caterer or any pronoun representing it shall include all officers, directors, owners, employees, volunteers, agents or any other person acting on or purporting to act on behalf of the caterer.

Cheney Mansion may, from time to time, modify, revise, add to, supplement, delete or discontinue any of the regulations, guidelines or policies herein described. Whenever possible, Cheney Mansion will attempt to give caterers advance notice of such changes.

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CATERING REGULATIONS ACKNOWLEDGMENT FORM

CATERER _____

ADDRESS _____

OWNER _____

DESIGNATED SALESPERSON/REP _____

PHONE _____

EMAIL _____

As representative of the above-named caterer, the Undersigned has read and agrees to abide and cause his/ her staff, guests and other persons to abide by all of Cheney Mansion regulations and rental use policies. The undersigned also agrees that it will abide and cause his/her staff, guests and other persons to abide by all reasonable requests and direction from the Cheney Mansion Supervisor and staff relative to the caterer's use of Cheney Mansion.

The Undersigned acknowledges receipt of Cheney Mansion CATERING REGULATIONS and understands that all requirements to do business as outlined therein must be met before staff or equipment can be admitted to the premises. -

The U undersigned acknowledges and agrees that if it violates any of the foregoing regulations, Cheney Mansion may place the caterer on probation and / or prohibit the caterer from doing business at Cheney Mansion.

Catering Representative Signature

Date