

CHENEY MANSION

220 N Euclid Ave Oak Park, IL 60302 708-725-2500

cheneymansion@pdop.org

RENTAL CONTRACT FOR CEREMONY ONLY

A ceremony only rental consists of a four-hour event, inclusive of set up, use of bridal and groom's suites, photography and ceremony. Set up for your ceremony will consist of 1 hour timeframe and all deliveries and/or set ups must be done in this hour. Guest arrival time must be at least one half hour before the ceremony start time. Rental includes use of the first and second floor of the Mansion and grounds.

Rental time cannot go any later than 2 p.m. with all clean up and client exit completed at that time.

Light food and beverages are allowed during your 4 hour rental period. Food can either be ready to serve from a licensed, commercial source or, provided by a caterer. We cannot allow any homemade products. Any alcoholic beverages must be served by a licensed and insured caterer.

A wedding ceremony rehearsal may be scheduled by Cheney Mansion staff no sooner than 3 weeks in advance of event, depending on the Mansion's rental availability. Rehearsal must begin at scheduled time and conclude in the one-hour time period. Additional rehearsal time will be billed at \$75.00 per half-hour, and will be deducted from the security deposit. No food or liquor may be served during a rehearsal.

Cheney Mansion is a non-smoking property. Violation of the non-smoking policy will result in the assessment of a \$100 fine. The undersigned is also responsible for any damage to the Mansion incurred by musicians during load-in and load-out.

The undersigned has read and agrees to abide by all of the Cheney Mansion policies and will assume responsibility for any damage done to the Mansion or its contents during the rental period and occurring as a result of using such facilities, including damage by attendees.

I understand that I am responsible for any damages done by vendors hired on my behalf and damages may result in forfeiture of some or all of the security deposit.

Furthermore, I, my vendors, agents, employees, and guests will attend and use Cheney Mansion facilities at our own risk. Cheney Mansion shall not be liable for any damage arising from personal injuries sustained by any such person on the premises Cheney and we assume full responsibility for such damages. Cheney Mansion and its staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left in connection with an event. In consideration of being granted the right to use Cheney Mansion facilities, we hereby release and hold harmless the Park District of Oak Park, its commissioners, employees, and agents from any and all claims, demands, or rights of action rising out of such use of Cheney Mansion or its facilities.

I have read and understood the foregoing assumption of risk and release statement.

Signature of Applicant

Date of Application

Please make checks payable to **Cheney Mansion**.

Remit to: Cheney Mansion, 220 North Euclid, Oak Park, Illinois 60302

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