

PLEASANT HOME

217 S. Home Oak Park, IL 60302 708-725-2095

pleasanthome@pdop.org

RENTAL CONTRACT FOR CEREMONY ONLY

Client Name(s): _____

Address: _____

Day Phone Number: _____ Evening Phone Number: _____

Day Phone Number: _____ Evening Phone Number: _____

Email Address: _____

Date of Event: _____ Start Time: _____ End Time: _____ Guest Count: _____

Rental Fees

Wedding Ceremony \$ 800.00 _____

Security Deposit (see below) \$ 400.00 _____

Additional Fees

Additional Time per Hour (prior to ceremony only) \$ 400.00 _____

Coat Check (October through April) \$ 150.00 _____

Total Rental **Date Due** _____ **\$** _____

RENTAL BALANCE DUE 60 DAYS PRIOR TO EVENT

Rental and Security Deposit Fees Information

To confirm your date, a security deposit of \$400 must be submitted with this reservation contract. This security deposit will be refunded four to six weeks after your event, unless additional charges are incurred as a result of your rental.

THE \$400 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 is due 60 days before the event. If payment is not received by 60 days before the event, Pleasant Home retains the right to cancel the event and applicant forfeits all monies theretofore paid to Pleasant Home.

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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 and front porch and entryway of Pleasant Home.

Rental time is as late as 2 p.m. with all clean up and client exit completed by that time unless approved by Pleasant Home Manager.

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 Pleasant Home staff no sooner than 3 weeks in advance of event, depending on the 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.

Pleasant Home 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 Pleasant Home incurred by musicians during load-in and load-out.

The undersigned has read and agrees to abide by all Pleasant Home policies and will assume responsibility for any damage done to the Pleasant Home 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 Pleasant Home facilities at our own risk. Pleasant Home shall not be liable for any damage arising from personal injuries sustained by any such person on the premise and we assume full responsibility for such damages. Pleasant Home 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 Pleasant Home 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 Pleasant Home 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 **Pleasant Home or Park District of Oak Park**.
Remit to: Pleasant Home, 217 S. Home, Oak Park, Illinois 60302