



217 S. Home • Oak Park, IL 60302 • 708-725-2095
pleasanthome@pdop.org

RENTAL CONTRACT FOR LOCATION FILMING

Client Name _____

Address _____ City _____ State _____ Zip _____

Person in charge on day of shoot _____

Title _____ Phone Nos. _____

Address _____ City _____ State _____ Zip _____

Email Address _____

Location Manager _____

Telephone Number(s) _____

Set Designer _____ Phone _____

Date(s) Needed _____

Arrival Time _____ Departure Time _____

No. of People (crew, models, etc.) expected _____

Type of Shoot/Product _____

Rooms You Will Need for Shoot (please state use of rooms) _____

List rooms to be used for make-up/changing (no steaming allowed on wood floors) _____

Please note any alterations you would like to make to rooms (must be preapproved) _____

If you will be using the grounds, please describe area to be used _____

Will you be setting up exterior lights? _____

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Size and number of trucks anticipated at shoot _____

Describe type & location of power supply _____

Food service on site? _____ If so, describe set-up and where crew will eat _____

No hand trucks are allowed inside the mansion.

GUIDELINES AND RULES

- Loading and unloading of all equipment must be made through the side driveway, or, with special permission, through front gate. Equipment may be dropped off through the side entrance to Pleasant Home, but after drop-off, all vehicles must be parked on public streets. Thick cardboard mats must be laid on all floors during moving of props and filming.
- All equipment, props, etc., must be kept away from walls and furnishings.
- Existing Furnishings may not be moved or rearranged unless the Manager of Pleasant Home has given prior permission. After shoot, all furniture must be returned to original placement.
- Pleasant Home staff must designate Changing and Make-up rooms. Make-up technicians should use waterproof dropcloths.
- Clothes Steamers may be used only in rooms with tile floors.
- Outdoor lighting must be turned off no later than 10:30 pm.
- Village of Oak Park ordinances require that all filming and loading must stop no later than 11:00 pm. Because we are in a residential neighborhood, we ask that all members of the crew enter and exit quietly. Please turn off engines and radios in trucks while unloading and loading.
- Clean up of all areas is the responsibility of the contracting person or company. Premises must be restored to original condition. For major film shoots, contracting person or company must provide a custodial service. At the completion of your rental, Pleasant Home Staff will make a walk-through inspection.
- All articles and props brought in for shoot must be removed from premises, i.e., floormats, backdrops, etc. Food service garbage only may be deposited in the designated receptacles outside. If shoot-related garbage exceeds dumpster capacity, contracting company will be charged a special pick-up fee of \$100.00 per dumpster.
- Pleasant Home and the surrounding Park are non-smoking properties. If occupants should decide, against Park District policy, to smoke on property, the undersigned will be assessed a \$100.00 fee.
- Public restrooms are located on the first floor of Pleasant Home.
- Alcoholic beverages are not allowed on premises.
- If in-house security is required, please notify Pleasant Home Manager.

I have read and understood the foregoing guidelines.

Signature of Applicant

Date of Application

A HISTORIC PROPERTY OF THE PARK DISTRICT OF OAK PARK

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PLEASANT HOME RENTAL CONTRACT FOR LOCATION FILMING

RENTAL FEES (4 HOURS MINIMUM)

1 - 4 hours	\$175/hour	_____ to _____	= _____ hours at \$175/hr = \$ _____
4 - 8 hours	\$200/hour	_____ to _____	= _____ hours at \$200/hr = \$ _____
8-12 hours	\$225/hour	_____ to _____	= _____ hours at \$225/hr = \$ _____
over 12 hours	\$250/hour	_____ to _____	= _____ hours at \$250/hr = \$ _____
Prior Day Set-Up	\$150/hour	_____ to _____	= _____ hours at \$150/hr = \$ _____
Extra garbage pick-up		_____ pick-ups at \$100 per dumpster	= \$ _____
Grounds Fee		_____ days at \$350/day	= \$ _____
			Total Rental Due \$ _____

To film in Oak Park, a permit must be obtained at the Village Hall of Oak Park 2 days in advance of shoot by contacting Community Relations at 708-358-5409. Please Note: Village of Oak Park ordinances require that all filming and loading must conclude by 11:00 pm, unless prior arrangements have been made.

A Certificate of General Liability Insurance in the amount of \$1,000,000.00, naming Pleasant Home and the Park District of Oak Park, as certificate-holder must also be submitted prior to the start of the shoot.

A Refundable Security Deposit of \$1,000.00 must be submitted with this signed contract 3 days before the shoot begins. This deposit will be returned within 2 - 3 weeks, unless additional charges are incurred as a result of your rental, e.g., overtime, extra cleaning, building/grounds, and/or equipment damages, etc.

Full payment for rental is due at the beginning of the shoot. Checks should be made payable to the Park District of Oak Park or can be made online with completion of this contract. Any overtime or additional hours will be charged immediately following the shoot.

RELEASE STATEMENT

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

Furthermore, vendors, my agents, employees, guests, and I 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 premises, 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 at in connection with an event. In consideration of being granted the right to use the 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.

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

_____ Signature of Applicant	_____ Date of Application
_____ Title	_____ Phone Number

Office Use Only

Insurance Form Received _____
Security Deposit Received _____
Rental Fee Received _____ Security Deposit Returned _____