



220 N. Euclid Ave

Oak Park, IL 60302

708-725-2500

cheneymansion@pdop.org



217 Home Street

Oak Park, IL 60302

708-725-2095

pleasanthomeop@pdop.org

CATERING REGULATIONS

INTRODUCTION

The Park District of Oak Park has prepared these regulations as a reference guide for caterers working events at both Cheney Mansion and Pleasant Home. The regulations contained herein constitute a summary of The Park District of Oak Park's basic regulations; policies, guidelines and rules that caterers are expected to adhere to when conducting an event at Cheney Mansion or Pleasant Home. 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 The Park District of Oak Park's regulations, policies, guidelines and rules. The Park District of Oak Park 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, The Park District of Oak Park 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 Historic Properties Manager for the Park District of Oak Park. Every caterer after having read and reviewed these regulations, must sign, date and return the Acknowledgment Form found on the last page.

The Historic Properties Manager and Historic Properties Supervisors for the Park District of Oak Park shall be responsible for overseeing the enforcement of the guidelines contained herein and the general direction of events at Cheney Mansion and Pleasant Home. Should any question arise as to the proper interpretation of any provision of these guidelines or any other guideline, policy, regulation or rule regarding Cheney Mansion or Pleasant Home, the decision of the Historic Homes Manager for the Park District of Oak Park shall be final.

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INSURANCE & FEES

Each caterer must obtain and keep in full force and effect at all times during the event(s) catered at Cheney Mansion and Pleasant Home 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 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, Pleasant Home 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 Cheney Mansion and Pleasant Home. 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 Cheney Mansion and Pleasant Home. However, at no time shall any caterer's insurance coverage's retrogress to coverages or limits lesser than those coverages and limits required by The Park District. Any failure to comply with reporting provisions of the policies shall 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, Pleasant Home 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, Pleasant Home 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.

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All caterers must provide current copies and have on file at Cheney Mansion and Pleasant Home 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 Cheney Mansion, Pleasant Home 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 10 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 and Pleasant Home). 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/Pleasant Home must receive a copy of your liquor license at least 1 week 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 \$700.00 administrative fee, which must be received by Cheney Mansion or Pleasant Home at least one week 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 at Cheney Mansion or Pleasant Home. If Cheney Mansion or Pleasant Home are required to clean up or restore either venue after an event, the caterer responsible for the event shall reimburse Cheney Mansion or Pleasant Home for all costs and expenses associated with the clean up and restoration. Nothing in this provision shall be construed to limit the caterer's liability for damage caused to Cheney Mansion or Pleasant Home during the caterer's use

CATERING SALESPERSON

Each catering company should specify one salesperson to handle Cheney Mansion/Pleasant Home accounts. This person must be familiar with Cheney Mansion/Pleasant Home rules and regulations and must respond promptly to all prospective client inquiries. This person should also be in charge throughout events, and

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should be available for a final walk-through with the Cheney Mansion/Pleasant Home staff and client. If the designated person must leave early, the event must be assigned to a responsible person familiar with Cheney Mansion/Pleasant Home policies, and the Historic Homes Manager for the Park District of Oak Park must be notified. If a new salesperson is assigned to the Cheney Mansion/Pleasant Home account, the caterer should notify the Historic Homes Manager and arrange a meeting for the new salesperson to see the house and to review Cheney Mansion/Pleasant Home 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 Cheney Mansion and Pleasant Home in a safe, proper, efficient, thorough and satisfactory manner and understands that Cheney Mansion and Pleasant Home is relying on such representation.

PERFORMANCE OF CATERING SERVICES

Each caterer understands, acknowledges and agrees- that the catering of events at Cheney Mansion, Pleasant Home shall not give rise to an employment relationship between the caterer and Cheney Mansion, Pleasant Home or Park District of Oak Park. It is understood that the caterer is not an employee of Cheney Mansion, Pleasant Home or the Park District of Oak Park and is therefore not entitled to any benefits provided employees of Cheney Mansion, Pleasant Home 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, Pleasant Home 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, Pleasant Home or the Park District of Oak Park and therefore will be solely responsible for its own actions. Cheney Mansion, Pleasant Home 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 Historic Properties Manager of the Park District of Oak Park any and all records and reports at such time and such forms as the Manager designee(s) may request.

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CAPACITY

Cheney Mansion

- 150-170 for seated dinner indoors
- 175-200 for buffet or cocktails indoors (not all will be seated)
- 200-225 for seated dinner or buffet outdoors, with rented tent(no flooring on lawn)
- Up to 110 theater style indoors in main Living Room

Pleasant Home

- Up to 100 guests indoors, seated/plated dinner or buffet, stationed or cocktail reception
- Up to 80 guests seated outdoors on the covered front porch
- Up to 100 guests theater style in the Drawing and Dining Rooms on the first floor
- Seating in The Great Hall requires approval of the Historic Properties Manager

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 Manager.

Set up by caterers will consist of all dining tables, highboys/cabaret tables, and chairs for all food and beverage service for the duration of the rental. Cheney Mansion and Pleasant Home Staff will set up and take down chairs for wedding ceremonies and can assist when necessary in order to maintain timeline for event. Cheney Mansion and Pleasant Home Staff will direct caterers for additional equipment needed.

Clean up by catering staff will consist of clearing all tables and returning all chairs and tables to designated storage area as identified by Cheney Mansion and Pleasant Home Staff unless otherwise directed. Outdoor areas must be cleared of glassware, barware, bottles and cans and properly disposed of. All indoor areas used for food and beverage service throughout the rental period must be cleared, swept and then mopped using supplies provided by Cheney Mansion and Pleasant Home. Kitchen area and pantries must be cleared, all surfaces wiped and sanitized and floors swept and mopped by catering/kitchen staff.

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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 one-half hour before the scheduled end of the event and outdoor music ends and 10:00 p.m. on Friday and Saturday evenings and 9:00 p.m. on Sundays per Musicians signed agreement. Music indoors can continue until the contracted event end time. Lead staff member for the caterer will do a walk through with lead Cheney and Pleasant Home Staff and sign off on completed clean up checklist.

EQUIPMENT AND USE

Cheney Mansion provides the following equipment:

- Sixteen (16) 60-inch round tables
- Seven (7) 8-foot rectangular tables (3 of which remain permanently on the 3rd floor)
- Six (6) 6-foot rectangular tables
- Two (2) 4-foot rectangular tables
- 14 High top tables with half converting to bistro/cabaret tables
- 150 indoor Mahogany Folding Chairs
- 150 outdoor White Folding Chairs

Pleasant Home currently has inventory of:

- Eleven (11) 60-inch round tables
- Five (5) 6-foot rectangular tables
- Six (6) High Top tables
- 100 Mahogany Chairs

Tables can be interchanged between Homes while inventory at Pleasant Home if available

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

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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.

Cheney Mansion and Pleasant Home designated tables can be used indoors and outdoors per event layout. All Cheney Mansion and Pleasant Home tables and chairs used by caterers will need to be returned to designated locations as directed by Cheney or Pleasant Home Event Supervisor for that event. 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 any building structures.

Caterers are welcome to use the stove, ovens and refrigerator at Cheney Mansion and Pleasant Home. Any equipment provided by Cheney Mansion or Pleasant Home must be cleaned after use. All other kitchen supplies belonging to Cheney Mansion or Pleasant Home can be used with the approval of the Manager.

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

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 and Pleasant Home 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 and Pleasant Home may inspect such Equipment to ascertain compliance with this regulation whenever Cheney Mansion or Pleasant Home deems such inspection appropriate. However, Cheney Mansion or Pleasant Home'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, Pleasant Home 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 and Pleasant Home, 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 and Pleasant Home that is used by the caterer shall be used with due care and in the manner in which the

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Equipment was meant to be used. The caterer shall report all defects in or damage to any Cheney Mansion/Pleasant Home Equipment and the cause thereof, if known, immediately to the Historic Properties Manager

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

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

LINENS

Caterers are to provide all linens for events unless otherwise agreed to with the Historic Properties Manager. Please refer to equipment page of table dimensions and appropriate linen sizes to fully cover table and legs.

DELIVERIES AND INSTALLATION

All deliveries of rental supplies must be made Monday through Friday, between 9:00 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 to or from the coach house and alley at Cheney Mansion. 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 Manager one final time Thursday prior to the event. Cheney Mansion and Pleasant Home are not responsible for overages or shortages, during or after an event.

The service entrance for Cheney Mansion 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

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unloading is completed, trucks should be parked on Erie Avenue. Engines and radios must be turned off during unloading and loading. No hand trucks or carts are allowed inside Cheney Mansion.

The service entrance for Pleasant Home is located on the west side of the house off of Pleasant street with entrance at the far west gate. Trucks can pull up to but not under the portico and must keep side entrance clear. All other vehicles must park in the street. Service entrance for Pleasant Home is the far west door leading to the kitchen and handicap lift.

Any additional lighting, props or special set-ups must be applied for and pre-approved in writing by the Historic Properties Manager. 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 and Pleasant Home are not responsible for any materials left behind.

SERVICE AREAS SET-UP

Liquor Policy and Bar Set-Up

Cheney Mansion and Pleasant Home 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 properly trained bartenders. Mixers, sodas and garnishes can be provided at the discretion of the caterer. The caterer is responsible for boxing up remaining liquor and placing it as directed by the Event Supervisor or Manager. No liquor may be removed from the premises at the end of the event by the client or guests of the client. Arrangements must be made between the client and Cheney Mansion/Pleasant Home to pick up remaining liquor. Liquor provided by the Caterer for client must be removed and taken with the Caterer at the end of the event. Beer kegs may be used with approval of the Manager and no shots of any kind will be allowed. Beverages can be in either bottles or cans.

At Cheney Mansion 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. No carts can be used to carry equipment through the house.

At Pleasant Home, all bar equipment should be transported as directed by the Event Supervisor or Manager

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depending on where the bar is set up. Please utilize the outdoors for transport as much as possible except during inclement weather. No carts can be used to carry equipment through the house.

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. At Cheney Mansion, if bar service is provided on the third floor, bar service can be split between both the first and third floor and bars must be staffed at all times. The caterer must provide carpet runners behind bar areas. There is no public access to the 3rd floor at Pleasant Home.

FOOD SERVICE

All rooms on the first floor at both Cheney Mansion and Pleasant Home may be used for guest seating. The foyer at Cheney Mansion and the Great Hall at Pleasant Home may be used with approval of the Historic Properties Manager; please refer to floor plan for additional seating information. Food stations are allowed in rooms as agreed upon during final walk through with client and all safety issues are addressed.

Beverages can be set up on glass-topped tables or buffets with approval by the Historic Properties Manager. Caterer will provide protection for the surfaces. The Dining room table at Cheney Mansion can be used. Cheney staff will provide a protective mat, but Caterer will provide linen for it.

Outdoor grilling is permitted with written pre-approval from the Historic Properties Manager.

Due to health and insurance regulations, no leftover food may be given to the client and/or guests to take away without client signing waiver from the caterer.

Caterers may use property receptacles to dispose of all garbage, liquor boxes and food waste from premises. Dumpsters are marked as compost (food waste), recyclables and regular garbage. Caterers are responsible for disposing of all garbage in the appropriate receptacles. We encourage recycling and composting of garbage. No plastic bags are permitted to go into the recycling dumpster. Cheney Mansion and Pleasant Home will provide composting bags for disposal of compostable materials in designated compost receptacles. The Caterer's provide their own garbage bags (55 gallon or larger), foil, food wrap etc.

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STAFF

CHENEY MANSION AND PLEASANT HOME STAFF

Cheney Mansion and Pleasant Home will provide an Event Supervisor, Event attendants and coat check attendants (when contracted) for each event. The Cheney Mansion and Pleasant Home 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 or Manager will coordinate with the client the execution of the ceremony timeline and set up and take down of chairs.

With the rental of 1-2 rooms in either location, Cheney Mansion and Pleasant Home Staff will set up, break down and clean all areas except for the kitchen and pantries.

CATERING STAFF

Caterers must provide sufficient staff for set-up, food preparation, serving and cleanup. All staff must be well groomed and uniformed. 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 or Pleasant Home property may not consume alcoholic beverages. Violation of this will result in immediate departure from premises by staff member(s)

All staff must park on the streets surrounding both venues and entrance by staff through service entrance doors at both Cheney Mansion and Pleasant Home. At Cheney Mansion and Pleasant Home, service staff must park on side streets and not in front of the Mansion to allow for more guest parking.

The restroom for catering and Cheney Mansion staff is located on the second floor at the top of the service staff stairway. Staff should not use the main restrooms in the house. Staff can utilize public restrooms at

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Pleasant Home located in the north hallway on the first floor. The offices at Cheney Mansion and Pleasant Home are reserved for the use of Cheney Mansion and Pleasant Home staff only.

SMOKING

Smoking is not allowed in Cheney Mansion or Pleasant Home or on the property or surrounding parks.

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.
- Sparkler send offs are prohibited at both properties
- Staff of Cheney Mansion and Pleasant Home cannot manage any portable heaters rented by client

CLIENT APPOINTMENTS

Please check with Historic Properties Manager or Supervisors before scheduling any client appointments. No appointments may be scheduled during an event

VIOLATION OF THESE REGULATIONS

Notwithstanding any provision in these regulations to the contrary, Cheney Mansion, Pleasant Home and the Park District of Oak park may prohibit a caterer from doing business at Cheney Mansion and Pleasant Home if, in the sole discretion of Cheney Mansion and Pleasant Home, 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 and Pleasant

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Home. 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 and/or Pleasant Home. Cheney Mansion and Pleasant Home 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, Pleasant Home and The Park District of Oak Park, be prohibited from doing business at Cheney Mansion and Pleasant Home if that caterer violated the same, or any other regulation.

Any forbearance by Cheney Mansion and Pleasant Home in event of non-compliance with these regulations shall not be construed as a waiver of Cheney Mansion and Pleasant Home's rights under these regulations or in law or equity nor shall any forbearance be construed as Cheney Mansion and Pleasant Home'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 and/or Pleasant Home, the caterer shall cause written notice thereof to be given to Cheney Mansion and Pleasant Home immediately upon (and in no event more than five [5] days after) receipt of same.

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 and Pleasant Home 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 and Pleasant Home 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/Pleasant Home 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 Historic Properties Mnaager and staff relative to the caterer's use of Cheney Mansion and Pleasant Home

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

Catering Representative Signature

Date

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