

PLEASANT HOME

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

RENTAL CONTRACT

Client Name(s): _____

Address: _____

Phone Number: _____ (Please check one) Cell Home _____ Work _____

Phone Number: _____ (Please check one) Cell Home _____ Work _____

Email Address: _____

Date of Event: _____

Set-Up Time: _____ Event Starts: _____ Event Ends: _____ Guest Count: _____

RENTAL FEES

Weddings:

Saturday evening (5hrs) (April 16-Dec 31) \$3,000 _____

Saturday morning (4hrs.) \$2,500 _____

Saturday Full Day \$5,500 _____

(Access at 9 a.m., additional event hour)

Saturday evening (5hrs) *off peak* (Jan 1-April 15) \$2,700 _____

Saturday Full day \$5,000 _____

Friday evening (4hrs) \$2,700 _____

Sunday morning or evening (4hrs) \$2,500 _____

Corporate/Celebrations/Memorials starting at 8 a.m.:

1st Floor Main Room(Drawing and Dining) 4 hours \$ 800 _____

Front Porch only 4 Hours \$ 600 _____

1 Room 4 Hours \$ 400 _____

1st Floor 4 hours \$ 1,000 _____

Corporate/Celebrations/Memorials starting after 5 p.m.:

1st Floor Main Room(Drawing and Dining) 4 hours \$1,000 _____

Front Porch only 4 hours \$ 800 _____

1 Room 4 hours \$ 600 _____

1st Floor 4 hours \$1,500 _____

Corporate/Celebrations/Memorials 8 hours starting at 8 a.m.:

1st Floor Main Room(Drawing and Dining) \$1,500 _____

Front Porch only \$1,000 _____

1 Room \$ 800 _____

1st Floor \$2,000 _____

Additional Fees

Additional Time per Hour \$ 400 _____

Coat Check (October through April) \$ 150 _____

Additional Room Rental \$ 200 _____

Oak Park Residents and Non Profit 15% Discount M-TH

PLEASANT HOME

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

\$500 Security Deposit (see below) \$500.00

Total Rental Fees & Security Deposit \$ _____

After \$500 Deposit Received, Balance of _____ Due on (date)
RENTAL BALANCE DUE 90 DAYS PRIOR TO EVENT

****SECURITY DEPOSIT FOR NON-WEDDING PACKAGES IS \$200**

Please read all information carefully before signing and initialing.

RENTAL & SECURITY DEPOSIT FEES INFORMATION

To confirm your date, a non-refundable deposit of \$500.00 must be submitted with this reservation contract. The security deposit will be refunded two to four weeks after your event, unless additional charges are incurred as a result of your rental (i.e., overtime, extra cleaning, building and equipment damages, etc.).

THE \$500.00 DEPOSIT IS NON-REFUNDABLE IF YOU CANCEL YOUR EVENT. YOU HAVE THE OPTION OF APPLYING THE DEPOSIT TO A FUTURE DATE WITHIN ONE YEAR OF ORIGINAL EVENT DATE.

Full payment of the rental fee balance is due 90 days before the event. If payment is not received by 90 days before the event, Pleasant Home retains the right to cancel the event and applicant forfeits all monies theretofore paid to Pleasant Home and the Park District of Oak Park.

If payment has been made in full and event cancellation occurs prior to event date, refunds will be issued based on the below schedule:

90 days from event date: 50% of event total

60 days from event date: 25% of event total

30 days or less no refund will be issued.

GROUP SIZE

Up to 100 guests indoors, seated/plated dinner or buffet

Up to 100 guests indoors for a stationed or cocktail reception (**some table seating**).

Pleasant Home can seat 100 people in the two large rooms on the first floor, theater-style.

Seating in the Great Hall requires approval of Pleasant Home Manager.

RENTAL INFORMATION ____ (int.)

Only the first floor of the home is wheelchair accessible. The Second floor is accessible by stairs only.

*A Saturday evening rental consists of a five-hour event. All other evening rentals consist of a four-hour event. Plus, two hours for set-up and one hour for clean-up. Additional hours may be purchased depending on availability of additional time.

*Morning rentals consist of a four-hour event. Plus, two hours for set-up and one hour for clean-up. Set up may begin as early as 7am.

*If your wedding ceremony is to be held at Pleasant Home, your ceremony time will be ½ hour after the contract start time.

PLEASANT HOME

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

- *Changing rooms for the bridal party are available during the set-up period. Any alcoholic beverages must be served by a licensed caterer if wanted during the 2 hours set up time. Wedding party and family members are not allowed to bring alcohol to have in wedding suites.
- *Pleasant Home is located in a historic residential neighborhood, and therefore all events in the house must end no later than 11:00 pm.
- *Caterers and delivery of personal items i.e. flowers, cake, candles etc. must be arranged for during the 2 hour set up time.
- *We request you use a preferred caterer from the approved list. Exceptions must meet with the Manager of Operations and will require a \$700.00 fee and signed agreement from the non-preferred caterer.
- *Alcohol can be purchased by the renter, but served by the licensed caterer contracted for the event. No alcohol can be taken off premise the night of the event. Arrangements must be made with venue to schedule a pick up as early as the next day.
- *Alcoholic beverages will stop being served 30 minutes before the event end time. No last call and no shots are allowed. No alcoholic beverages are allowed in the Park surrounding Pleasant Home and must stay within the house and porches.
- *All food products must be provided by a licensed food handler with proper certificate of insurance.
- *Only licensed and insured companies can utilize the kitchen and equipment
- *Pleasant Home staff will consist of an Event Supervisor and Event Attendants for your event.
- *As the renter, you are responsible for any damage that may occur from vendors (except caterers) and your guests.
- *Pleasant Home has a Sonos speaker system throughout the first floor accessible to renters as well as a wireless microphone and portable speaker

All rental fees include the use of:

- (11) 60" round tables
- (5) 6' rectangle tables
- (3) 8' rectangle tables
- (8) Adjustable highboy tables

All chairs necessary for your event

Pleasant Home Audio system - **Please test equipment prior to event date.**

*Any additional rentals including: PLATES AND GLASSWARE WOULD BE RENTED THROUGH YOUR CATERER.

REHEARSAL ____ (int.)

A wedding ceremony rehearsal may be scheduled no sooner than 3 weeks in advance of event, depending on the Pleasant Home's rental availability. A 1-hour rehearsal may be scheduled between 4-6:30 pm-at no additional cost and **must** begin at scheduled time and conclude in the one-hour time period. Additional rehearsal time will be billed at \$100 per half-hour based on availability, and will be deducted from the damage deposit. No food or liquor may be served during a rehearsal. A rehearsal dinner is a separate rental and can be arranged with the Mansion as such.

MUSIC & DANCING ____ (int.)

Minimally amplified music is allowed indoors and out, and sound volume is at the discretion of the Pleasant Home staff. Volume levels will be monitored by Pleasant Home Staff to be at appropriate levels in order to preserve the interior of the house and surrounding residential neighborhood. Pleasant Home is not a conducive space for dance bands with amplified instruments and will be limited. The Manager must approve all bands

PLEASANT HOME

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

Dancing is allowed outside on the front porch on Friday, Saturday and Sunday weather permitting. Music on the Front Porch on Friday Saturday and holiday weekend Sundays must end at 10 p.m. without exception. Music outdoors on non-holiday Sunday evenings must end at 9 p.m. without exception and will have little to no amplification. Dancing is allowed indoors in the Dining Room of the main floor. First dances are allowed in the Great Hall.

If using a DJ, they must load in during the 2 hour set up time. ***Please have your musician schedule a walk-through with the Pleasant Home staff before signing a contract with them to prevent any misunderstandings about our requirements.*** You're DJ or musicians must sign and return a copy of our Music Policy to Pleasant Home 3 weeks before your event.

PARKING

Guest parking is available on the street. Please be considerate of our neighbors by not blocking driveways and by leaving quietly. No alcoholic beverages can be taken off premise or in the Park during the event.

MISCELLANEOUS POINTS

- No helium balloons on property
- Candle flames must be glass enclosed.
- Rice, birdseed, and confetti may not be thrown on the property.
- No sparkler send offs are allowed due to fire hazard risk.
- The surrounding park cannot be closed, however, we do close the main entrance to the park for your ceremony.
- The grass area in front of the house can be used, however no alcohol is allowed in the park areas
- Pleasant Home restrooms are not handicap accessible.
- Pleasant Home does have a wheelchair lift

GRATUITY

Pleasant Home Staff cannot accept gratuity. Gratuity to servers and bartenders from your catering company during your event at Pleasant Home is not required. Additional gratuity outside of your catering contract, can be given either prior to or at the conclusion of your event. Pleasant Home prefers not to have tip jars out on bars.

SMOKING ____ (int)

Pleasant Home and the surrounding Park is a non-smoking facility and smoking is only allowed outside of property gates including vaping. Violators will be assessed a \$100.00 fee. If resulting smoke activates the fire alarm, the Undersigned will be assessed an additional \$100.00 fee. Guests cannot take alcohol into the surrounding Park.

PERSONAL PROPERTY ____ (int)

While Pleasant Home takes every precaution on the day of your event, we cannot be responsible for personal items left before, during or after an event. Make sure all items are locked up during or taken with you after your event.

PLEASANT HOME

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

The undersigned has read and agrees to abide by all of the Pleasant Home and the Park District of Oak Park policies and will assume responsibility for any damage done to or excessive clean up needed to the facility, grounds or its contents during the rental period and occurring as a result of using such facilities. The undersigned is also responsible for any damage to Pleasant Home incurred by guests, musicians or vendors other than the preferred caterer.

Furthermore, the undersigned, their vendors, agents, employees, and guests will attend and use Pleasant Home facilities at their own risk. Pleasant Home nor the Park District of Oak Park shall be liable for any damage arising from personal injuries sustained by any such person on the premises and assumes full responsibility for such damages. Pleasant Home and the Park District of Oak Park and its staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left on premises in connection with an event. In consideration of being granted the right to use Pleasant Home facilities, the undersigned 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