

PLEASANT HOME

217 Home • Oak Park, IL 60302 • 708-725-2095
pleasanthomeop.com

MUSIC POLICY, MUSICIANS AND DJ'S

BEFORE THE EVENT

Schedule a walk-through of Pleasant Home at least two weeks prior to the event if you are unfamiliar with the facility. Please email pleasanthome@pdop.org or call 708-725-2095 to set up a time. Directions are located on our website, pleasanthomeop.com

PLEASANT HOME POLICIES

- Minimally amplified music is allowed outdoors on the front porch. Amplified music indoors will need to be discussed and approved by the Pleasant Home Manager to preserve the stained glass throughout the house. No sub woofers will be allowed indoors or outdoors on the front porch.
- As Pleasant Home is in a residential neighborhood, reasonable amplified music is allowed outside on the porch for events on Fridays, Saturdays, and Sundays. Outdoor music for events on Friday, Saturday and observed Park District Holiday weekend Sundays must end at 10:00 p.m. An acceptable decibel level guideline ranges from 75-90db depending upon bass levels and a sound check will be required before the event and then checked throughout the event. Microphone volumes should also be kept to a minimum.
- Minimal amplified music will be allowed outdoors for events on Sunday. Outdoor music for events on Sunday must end at 9:00 p.m. except for observed Park District Holiday Sundays.
- Pleasant Home management retains the right to control volume. Please keep sound to suggested levels.
- Pleasant Home has a Sonos speaker system located in the house with capacity to move specific speakers outdoors. No sound boards mixers are to be plugged into the Sonos Speakers. Pleasant Home Staff will provide directions for use of the Sonos system. Pleasant Home Staff does not manage any playlists during the event. Pleasant Home staff are responsible for handling any equipment owned by Pleasant Home.
- DJs and Musicians contracted for the event are prohibited from consuming alcohol during the contracted time. Pleasant Home and the surrounding park are non-smoking facilities indoors and in the outdoor space including e-cigarettes or vapes.
- Pleasant Home Management retains the right to end the music and ask the DJ or Musicians to vacate the property should any of these limitations be violated.
- Pleasant Home requires all vendors to provide a Certificate of Insurance to be emailed along with the signed acknowledgement page of the agreement. Coverage should be the standard of a minimum of \$1,000,000 per incident and \$2,000,000 aggregate and The Park District of Oak Park must be listed as additionally insured. Many agencies issue one day coverage for a small fee. You can also apply for one day coverage at <https://www.theeventhelper.com> who is partnered with the Park District of Oak Park's insurance company with all required coverage. The Park District of Oak Park nor our insurance company receive any sort of fee for use of this service.

EQUIPMENT SET-UP

- Musicians and DJ load in and out of all equipment will either be through the side door or directly onto the front porch. All equipment is to be provided by a contracted DJ or musicians. Unloading can be done from the north driveway entrance along Pleasant Street. There is no parking on the property once load in/out is complete.
- All items must be hand carried into the house. There is no elevator, and no hand trucks are allowed in the house.
- Equipment set-up is allowed only during the two hours of set-up of an event. The surrounding park is not open for dancing as it is a public space. Prior to the final walk through, please notify your client of any tables, chairs or linens you will need.

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- Any special lighting, props or set-up must be approved by the Pleasant Home Manager and must be removed at the conclusion of the event. Fog machines are not allowed.

END OF THE EVENT

- All indoor music is to conclude at the end time of the event. Outdoor music end time requirements are identified above and need to be strictly followed. Please confirm the event end times with client or the Pleasant Home Manager
- All vendors must vacate Pleasant Home no later than 11:30 pm on the weekends, 10:30 pm on weeknights. Pleasant Home is not responsible for any equipment left on the premises.

Please sign after reading carefully, and scan or mail to Pleasant Home, 217 Home, Oak Park, IL 60302, or email, pleasanthome@pdop.org Please retain a copy for yourself. Visit our website at pleasanthomeop.com or call 708-725-2095 if you have questions. We look forward to working with you.

I have read the above, and agree to abide by these regulations.

Name _____ Phone _____

Company Name _____

Date of Event _____ Client's Name _____

Location for Set-up _____ Arrival Time _____

Music Start time _____ **Music End time** _____