

# PLEASANT HOME

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

## RENTAL CONTRACT

Client Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Starts: \_\_\_\_\_ Event Ends: \_\_\_\_\_ Guest Count: \_\_\_\_\_

### WEDDING PACKAGE RENTAL FEES:

Day and Time	Dates	Price	Mark Selection
Saturday Evening (5 hrs.)	Apr 16-Dec 31	\$3,200	_____
Saturday Morning (4 hrs.)	Apr 16-Dec 31	\$2,600	_____
Saturday Full Day <i>Access at 9:00A, 1 additional event hour</i>	Apr 16-Dec 31	\$6,000	_____
Saturday Evening (5 hrs.)	Jan 1-Apr 15	\$2,900	_____
Saturday Full Day <i>Access at 9:00A, 1 additional event hour</i>	Jan 1-Apr 15	\$5,500	_____
Friday Evening (4 hrs.)	Year-round	\$2,900	_____
Friday Full Day <i>Access at 9:00A, 1 additional event hour</i>	Year-round	\$5,500	_____
Sunday Morning or Evening (4 hrs.)	Year-round	\$2,600	_____
Sunday Full Day <i>Access at 9:00A, 1 additional event hour</i>	Year-round	\$5,000	_____
Weekday Weddings, 4 hrs.	Year-round	\$2,600	_____

### Reception Only:

5-Hour Event Time <i>1<sup>st</sup> floor, exterior porches</i>	Year-round	\$2,200	_____
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### Security Deposit for Weddings and Receptions:

Security Deposit <i>Refundable after your event</i>		\$500	_____
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**NON-WEDDING PACKAGE RENTAL FEES:**

**Corporate / Celebrations / Memorials:**

Space	Time	Price	Mark Selection
First Floor Drawing & Dining Room, 4 hrs.	8:00A start time	\$800	_____
Front Porch only, 4 hrs.	8:00A start time	\$600	_____
1 Room, 4 hrs.	8:00A start time	\$400	_____
First Floor, 4 hrs.	8:00A start time	\$1,000	_____
First Floor Drawing & Dining Room, 4 hrs.	5:00P start time	\$1,000	_____
Front Porch only, 4 hrs.	5:00P start time	\$800	_____
1 Room, 4 hrs.	5:00P start time	\$600	_____
First Floor, 4 hrs.	5:00P start time	\$1,500	_____
First Floor Drawing & Dining Room, 4 hrs.	All-Day	\$1,500	_____
Front Porch only, 4 hrs.	All-Day	\$1,000	_____
1 Room, 4 hrs.	All-Day	\$800	_____
First Floor, 4 hrs.	All-Day	\$2,000	_____

**Additional Fees:**

Additional Time per Hour	\$400	_____
Coat Check (Oct-Apr)	\$150	_____
Additional Room Rental	\$200	_____
Docent-Led Tour (cocktail hour only)	\$100	_____

**Corporate / Celebrations / Memorials Security Deposit:**

Security Deposit	\$200	_____
<i>Refundable after your event</i>		

*Oak Park Residents and Non-Profits: 15% Discount Available Mondays-Thursdays*

**Total Rental Fees & Security Deposit:** \_\_\_\_\_

*After the Security Deposit is received, the balance of \_\_\_\_\_ is due on \_\_\_\_\_*

*Balances for wedding packages are due 90 days prior to your event. Balances for non-wedding packages are due 60 days prior to your event.*

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**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 CAN APPLY THE DEPOSIT TO A FUTURE DATE WITHIN ONE YEAR OF THE 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 the 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 the Pleasant Home Manager.

**RENTAL INFORMATION** \_\_\_\_\_ (initial)

**Only the first floor of the home and the grounds are wheelchair accessible. Second and third floors are 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. Your event must end no later than 2pm.

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

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\*Changing rooms for the bridal party are available during the set-up period. You are responsible for cleanup of the trash in the dressing rooms. Any alcoholic beverages must be served by a licensed caterer if wanted during the 2 hours set up time. Wedding and family members are not allowed to bring alcohol.

\*Pleasant Home is located in a historic residential neighborhood, and therefore all events in the house and on the grounds 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 \$1000.00 fee from the non-preferred caterer and signed agreement from the non-preferred caterer along with all required licensing and insurance.

\*Alcohol can be purchased by the renter but served by the licensed caterer contracted for the event. THC and Cannabis infused drinks will not be permitted to be served during your contracted rental period. No alcohol can be taken off premise the night of the event. Arrangements must be made with venue to schedule a pickup 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.

\*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
- (4) 6' rectangle tables
- (3) 8' rectangle tables (3 of which are permanently located on the 3rd floor),
- (10) 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** \_\_\_\_\_ (initial)

A wedding ceremony rehearsal may be scheduled no sooner than 3 weeks in advance of event, depending on Pleasant Home's rental availability. A 1-hour rehearsal may be scheduled between 4-6:30 pm-at no

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additional cost and must begin at scheduled time and conclude in the one-hour 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 Pleasant Home as such.

## MUSIC & DANCING \_\_\_\_\_ (initial)

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. Failure for DJs or Musicians to comply with stated acceptable levels of sound will result in the forfeiture of client's deposit.

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.

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**SMOKING** \_\_\_\_\_ (initial)

Pleasant Home and the surrounding park is a non-smoking facility and smoking is only allowed outside of property gates including any vaping. Violators will be assessed a \$100.00 fee. If resulting smoke activates the fire alarm, the Undersigned will forfeit the \$500.00 deposit fee. Guests cannot take alcohol into the surrounding park.

**PERSONAL PROPERTY** \_\_\_\_\_ (initial)

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.

**The undersigned has read and agrees to abide by all of the Pleasant Home and 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

Please make checks payable to **Park District of Oak Park Pleasant Home**, 217 Home Ave, Oak Park, Illinois 60302.