



PLEASANT HOME FOUNDATION

# RENTAL GUIDELINES

## RENTAL HOURS AND TERMS

Evening hours are 3:30 – 11 p.m. during which the home may be rented for a period of 6 hours at a time with no additional fees. Day-time hours are 6 a.m. – 2:30 p.m. Extra hours may be purchased for \$200 each additional hour. Early set-up needs to be approved in writing by a Pleasant Home Program Manager.

Pleasant Home conducts formal tours of the home from Thursday through Sunday at 12:30, 1:30 and 2:30 from March 1st to December 1st and at 12:30 and 1:30 December 1st to March 1st. Please understand that, although we do our best to re-route a group, tours may not be cancelled and small groups may spend a brief amount of time walking through the home with a docent during your event.

## DUE DATES AND RENTAL FEES

All rental fees must be paid in full (60) sixty days prior to the event unless other arrangements are made with the program manager. The \$500 security and damage deposit may not be applied to the rental fee. Failure to pay all fees in full and on time may result in the cancellation of the event and forfeiture of deposit.

## CAPACITY

Oak Park fire code restricts the home to 150 people indoors. The grounds may be tented if more space is needed at renter's expense. No tenting fee is required, but permission to use the grounds is mandatory and must be approved by the Foundation and the Park District in advance. Numbers over 250 will require rental of additional portable toilets. The following guide will help you determine the maximum capacity for specific uses:

- Up to 30  
in the library, sun porch or south front porch for seated event
- Up to 80 indoors  
seated in living and dining room area or on front porch for plated dinner
- Up to 120 indoors  
or on the front porch for a ceremony, lecture, presentation, or recital
- Up to 150 indoors  
standing reception with passed hors d'oeuvres, food stations, buffet
- Up to 250  
when installing a tent on the grounds behind Pleasant Home.

## PLEASANT HOME FOUNDATION REPRESENTATIVE

The Pleasant Home Foundation representative is responsible for the safety of the site, its guests and for enforcing the policies of the Foundation and the Village of Oak Park. **It is not the responsibility of the representative to set up, break down or clean-up for the renter.** The representative is also a trained docent and is able to provide information about the home to guests at the event.

## RENTER AND RENTERS REPRESENTATIVE

The renter is the person who is financially responsible for the rental of the home. If a business or an organization is renting the home, an individual with signing authority must be specified on the rental agreement. The renter is responsible for the actions of all service people, including caterer, florist, musicians, and guests.

**The renter or renters representative** (usually the caterer), should be at the home at least one hour before the guests arrive in order to take care of last minute details. One or both of these individuals will be asked to sign the *Caterer's Guidelines* acknowledging their responsibilities upon arrival at the event. After the event, the renters representative is required to inspect the facility with the Pleasant Home representative to insure that the clean up has been adequate and that all personal belongings have been claimed.

## CATERING AND SERVICES

The renter is strongly encouraged to use an approved caterer from the list provided by Pleasant Home Foundation. Approved caterers are licensed and have the experience necessary to work in the home. Caterers are responsible for event set-up, break down and clean-up. Pleasant Home policies need to be followed by **ALL** catering and service staff. Additional copies of these guidelines and of the *Caterer's Guidelines* will be available on request.

## FOOD

Due to insurance coverage, only food prepared in a commercial kitchen may be brought in to Pleasant Home. No home-prepared items may be served.

## ALCOHOLIC BEVERAGES

The renter will comply with all pertinent laws, statutes, ordinances, governmental and quasi-governmental regulations including, without limitations, all laws, statutes and regulations pertaining to liquor. Cash bars are not allowed. The bar must close half an hour before the scheduled end of your event, not including clean up time, and no later than 10:30 pm. The bar must be placed indoors or in an enclosed (sided) tent. Alcohol may never be served in the park, and all beverages are to be kept within the area of the home, in the tent and no further than 50 feet away from the home at all times.

### ***Only a licensed insured bar tender may service the bar.***

The caterer chosen to service your event will place Pleasant Home Foundation and the Park District of Oak Park on their insurance to assume any liability in regard to alcoholic beverages being served. A certificate of insurance must be submitted to Pleasant Home 30 days prior to the event.

Guests may never – under any circumstances – pour their own alcoholic beverages.

Kegs and Tip Jars are not permitted.

## DELIVERIES

Deliveries and pick-ups are to be made the same day as the event unless Pleasant Home Foundation staff approves other arrangements. Generally furniture deliveries are made the Friday before a weekend event and picked up on the Monday following. The staff is not responsible for the arrival, safety, or condition of items delivered prior to set up time, or left on the premises.

No dirty dishes or soiled linens may be left in or around the home after your event. All trash must be removed or placed in sealed bags and in the barrels inside the North drive.

## SMOKING

Smoking is not allowed in the home, front porch or park. Smoking is permitted only outside the fence.

## PARKING

All parking is on the streets surrounding the home. There is generally enough parking on the weekends for about 150 guests. Valet service is encouraged to accommodate a larger guest list. The North driveway is available for service load in, specified guests of the event (for example those with mobility challenges), and Pleasant Home staff.

## WHEELCHAIR ACCESSIBILITY

Pleasant Home is accessible for the first floor via the lift just west of the kitchen. Arrangements for parking and assistance can be made with the Pleasant Home representative prior to your event.

## DECORATIONS

Common sense rules: No wire, tacks, pins, nails, tape or anything that can damage any surfaces including floors, walls, windows, mirrors and doors. Flower arrangements and potted plants need a dry coaster or saucer under them.

**Fires are allowed in the great hall fireplace only**, which is gas. No materials may be placed in the fireplace while it is burning.

**No glitter, rice, confetti, or birdseed may be thrown** or used in decorating anywhere inside or around Pleasant Home. Flower petals may be thrown outside around the grounds and gardens, but never on the front porch or in the home.

**Candles are allowed** as long as the flame is completely encircled in glass and may be placed only on sturdy surfaces. A unity candle may be used outside of glass during a ceremony, but must be glass enclosed with a chimney if the candle is to stay lit for the duration of your event.

Museum Pieces such as the Dining Room table are impossible to replace and therefore may not be touched by anyone except Pleasant Home staff, or used in any way without permission.

## PIANO

The piano may be used for a tuning fee of \$100. The piano may be moved only by Pleasant Home staff and may be placed in front of the east living room doors or in the great hall.

## DANCING AND MUSIC

Due to the delicate nature of Pleasant Home art glass windows and the manner in which sound carries in and around the front porch outwards to our neighboring residents, amplification is generally not allowed.

**The acoustics** on the front porch and inside Pleasant Home are excellent. Therefore amplified music is not needed. However, amplification may be used if approved by Pleasant Home in advance and only when absolutely necessary. Speakers on stands are strictly prohibited.

**Loud instruments** and larger ensembles *are strongly discouraged*, anywhere inside or around the home. Microphones are strongly discouraged.

**Low dance level music** may be played on the front porch until 10 pm. Whisper level music may be played until 11pm with permission of Pleasant Home staff.

**DJs may be allowed** on the front porch, inside the house, or inside a walled enclosed tent installed in back of the house, provided the volume of music is kept at a considerate level for our neighboring residents, and until 10pm. Loud dance music or concert level music is never permitted anywhere on the premises. Pleasant Home has no accessible ballroom and allows no dancing inside the house except for performances and with written permission. Dancing is allowed on the front porch and inside an enclosed (sided) tent with a dance floor.

## NOISE

**Oak Park has a strictly enforced noise ordinance** prohibiting music or excessive noise including loud behavior of guests, anytime but quite strictly after 10:00 p.m. Pleasant Home staff will be given complete control over the volume of any music or amplified sound, including microphones, and at all times. Please be sure your guests are informed to not be excessively noisy. No yelling and so forth. **Guests and service staff need to leave quietly and respectfully.** Failure to comply with this enforced code will result in an early end to your event and forfeiture of your damage deposit. Please arrange for all musicians to meet with a Pleasant Home representative at least 30 days prior to your event to sign the musician's guidelines, to ensure complete understanding, and the success of the music and dancing portion of your special event.

## CONDUCT AND VIOLATIONS

The conduct of guests within the mansion is the responsibility of the renter. The Pleasant Home Foundation representative has the authority to notify the police whenever necessary and ask disorderly guests to leave the premises. Pleasant Home staff may terminate the use of the home at any time if policies are intentionally violated or if any guests conduct becomes abusive or dangerous to the site, its furnishings or any individual therein. Should this action be deemed necessary, the entire reservation fee/damage deposit and rental fee will be forfeited.

**The renter is solely responsible for any violation of Pleasant Home policies or for damage caused by the caterer, florist, musicians, or guests. Any damage exceeding the \$500 damage deposit will be billed to the renter by Pleasant Home Foundation.**

## MISCELLANEOUS

- The dining room table, a museum piece, remains in the Dining Room, but can be moved aside to open the space. It may not be used for food service, but for display purposes only or as a gift table. Your caterer will need to rent a large tablecloth to cover the padded top. Nothing wet, such as a flower arrangement, or overly warm may be placed on this table.
- Smoking is allowed outside the fence surrounding Mills Park only.
- Pleasant Home is not air-conditioned. While we make every attempt to circulate the air with fans and open doors, sometimes the home can be warm. Usually the front porch is quite comfortable any time of day, as is a tent installed on the grounds.
- Tables and chairs set-up and taken down for an event by Pleasant Home staff will incur a minimum fee of \$200 per event.
- Cleaning fees are \$50 hour.
- Please ask your guests to leave quietly in the later hours as Pleasant Home is in a residential neighborhood and the village noise ordinance does not only pertain to music volume.

## THE CONTRACT

By signing and returning the contract with the \$500 reservation fee/damage deposit you are agreeing to all of the above terms. You will be held responsible.