

GOV. OGLESBY MANSION RENTAL POLICY

WELCOME

We welcome your interest in hosting an event/reception at the Governor Oglesby Mansion. The Mansion is a very special place that can provide an elegant atmosphere for your important event. This privilege of using the Mansion for your event carries certain responsibilities. We respectfully remind you that your event should be appropriate to the nature of the site. The Oglesby Mansion and its furnishings are rare and must be treated with museum-like care. If you choose to use the site for your event, please make sure that your guests and your workers, including the caterer you select, are aware of the historic significance of the site and its artifacts. If any damage occurs, you, as the host, will be held responsible.

RESTRICTIONS AND FEES

1. The Mansion may be used for events between 10 a.m. – 10 p.m., Monday through Saturday. The site is not available for reservation on Sundays, Easter, Thanksgiving Day, Christmas Day, New Years Day, or the day proceeding each of these holidays.
2. Most events require a minimum of four hours: one hour for set-up, two hours for the event, and one hour for clean up. Closing hour for an event should be no later than 9:00 p.m., with clean up no later than 10:00 p.m.
3. The fee is \$100.00 per hour for the first two (2) hours and \$50.00 for every hour over two for up to 46 guests. For parties larger than 46 there will be an added charge of \$5.00 per extra person. There is no charge for the hour of prep time and the hour of clean up time. Fees include tour guides (appropriate for the number of guests), cost of all utilities and attendance of the site staff (to handle special problems or emergencies.) Fees **DO NOT** include the following:
 - Catering (food, beverages, serving costs)
 - Liability insurance
 - Applicable Permits
 - Additional furniture that is not on the premise (chairs, tables, coat racks)
4. A security deposit of \$100.00, the fee for the first two hours (\$200), and the signed contract are required to reserve a date. The deposit, fee, signed waiver, and signed contract should be sent to the Macon County Conservation District, 3939 Nearing Lane, Decatur, IL 62521. Checks should be made payable to the Governor Oglesby Mansion. The Mansion prefers a minimum of four weeks between the reservation being made and the scheduled event. Immediately after use of the Mansion and the Owner's inspection of the premises, you will be billed for any additional hours less the security deposit or an amount owed for cleaning, damage, etc. Payment is expected within seven (7) days. If there was no damage to the house, the security deposit will be returned to you.
5. If an event must be cancelled for any reason, the Mansion must be notified immediately. A processing fee of \$25 will be retained and the remaining \$75 of the security deposit will be returned.
6. Seventy-five (75) guests can be accommodated for receptions. The site is limited to 46 guests for a sit down meal.
7. Access includes the first floor (except the kitchen). Guests may view the rooms on the second floor (in the presence of board-appointed docents), but food shall be confined to the first-floor areas.

HOST/CATERERS RESPONSIBILITIES

1. Caterers/hosts are responsible for providing all food, beverage and catering services, as well as table service, napkins, cups, glassware, etc. The use of the mansion table service may be arranged for a small fee.

2. All professional caterers must provide proof of liability insurance, as well as any applicable city, state or county permits.
3. Smoking is not permitted inside the mansion or on the grounds.
4. Decorations cannot be applied in any form to any part of the building or furnishings, without permission of the staff. The use of tacks, scotch tape, and balloons is prohibited. No rice, confetti or birdseed are permitted anywhere on the site. The existing candles on the dining room table may be used as long as the table is adequately protected from wax damage. No other candles may be lit.
5. Flower arrangements are permitted with proper protection of the furniture beneath them, with permission of staff.
6. All refuse should be placed in plastic bags and trash containers provided by the site (in the mansion kitchen) and left near the outdoor basement entrance.

FOOD AND BEVERAGE POLICY

1. Foods shall be prepared prior to arrival at the Oglesby Mansion. No cooking is permitted in the house. Beverage makers and warming plates/ovens may be used in the kitchen only and are the responsibility of the host/caterer.
2. **Acceptable Beverages:**
 - Colorless Soft Drinks
 - Beer & white wines may be permitted if caterer has a liquor license and insurance
 - Pastel punches
 - Coffee
 - Tea
3. **Prohibited Beverages:**
 - Red wines and fruit punches, juices and colored soft drinks due to staining potential
 - Hot or cold chocolate milk
4. Beverages are to be served only in glasses or goblets. No beverages are to be served in cans or bottles.
5. The site requires the use of busman's trays where foods or beverages are being served. Caterers should have sufficient staff to monitor the removal of filled trays and to keep guests from placing glasses and/or cups on the furniture, window ledges, carpet, etc.
8. **Deliveries:**
Arrangements should be made with the site staff as to the location and time of deliveries and pick-up. Supplies should be delivered on the day of the event and removed upon completion of the event. Deliveries may be brought to the west side kitchen entrance. The designated staff has authority to initial statements that deliveries were made but cannot be held responsible for misplaced items or billing irregularities. The host or group holding the event is responsible for all deliveries.
9. **Caterer's use of Mansion furniture:**
No Mansion furniture or artifacts are to be used or moved by anyone other than designated site staff. The dining room table and chairs are the only exception and may be used to seat guests. When the caterer is setting up, no furniture, decorative objects, etc. should be used as bases for chafing dishes, trays, glasses, or other serving materials. The site respectfully requests that the host/caterer and staff respect the historic furniture and environment of the Mansion. Failure to comply will cost the caterer his/her privileges and may cost the host his/her security deposit.