

REDDICK MANSION RENTAL AND SPECIAL USE POLICY AND PROCEDURES

We hope that you and your guests enjoy the Reddick Mansion. The following is a list of rules and procedures to assist you in planning your special event. Please remember that the Reddick Mansion is listed on the National Register of Historic Sites and as such, this building is part of our cultural heritage. We consider it an honor and a privilege to use this nationally renowned structure and depend on you to safeguard it for the future. Thank you for considering the Reddick Mansion for your special event. To discuss your plans, please call our office at 815-433-6100 or find us at www.reddickMansion.org.

Mansion Association and Mission Statement

The Reddick Mansion Association (RMA), a not for profit organization, is responsible for the historic preservation, restoration, maintenance and operation of the Reddick Mansion by adhering to acceptable restoration practices in conformance with adaptive public use. The Association will foster the use of the Reddick Mansion for the community's cultural, educational, social, recreational experiences and other beneficial purposes. The Reddick Mansion Association is dedicated to increasing the knowledge and understanding of the history of the Mansion, and use of the facility must not be in conflict with the spirit of the mission statement.

The Site

The Reddick Mansion, commissioned in 1855, is located on the corner property of Columbus and Lafayette streets in downtown Ottawa, Illinois. On the national Register of Historic Sites, this Italianate structure consists of 22 rooms as well as a beautiful garden area.

Facility and Viewing

The Mansion interior consists of conference/meeting rooms, parlor rooms, restrooms and small kitchen. The interior capacity for rental is 100 people. The exterior consists of garden area and Mansion lawn and does not include the caretaker's cottage (Visitor's Center) or the storage building. Arrangements for viewing the Mansion can be made by calling, visiting or writing the Mansion office. East parlor museum rooms, bedroom and office rooms are not available to rent.

Special Events Scheduling

To schedule an event at the Mansion, simply complete the following steps: Call, write or visit the Reddick Mansion office and inform the Mansion personnel of the date of the event. The Mansion personnel will check the master calendar for any scheduling conflicts. Someone will contact you to discuss details and take you thru the facility. A deposit will confirm the transaction. The Reddick Mansion office must be notified immediately of any cancellation or change in dates or times. Change of dates and times are subject to approval based on availability. The Reddick Mansion Association retains the right to refuse to rent its facility for activities or events incompatible with its mission.

Special Event Usage

Usage of the Mansion is **limited to four or six hours** on the day/date of the specified event. Additional time is to be arranged. The Reddick Mansion is a smoke-free facility and the user is responsible for ensuring that no smoking is permitted in the Mansion including the restrooms. RMA personnel will be available during the event for information and questions.

Tables, Chairs, Tents, Equipment, Linens and Tableware

The Mansion does not provide event furniture, tents, equipment, linens or tableware, etc. All of these items can be rented from an outside source; however some Mansion furnishings may be used for small events with prior approval from RMA personnel. Details can be worked out with a Reddick Mansion Association representative. The Reddick Mansion is not responsible for rented items.

Catering

The Mansion does not offer catering service. Local caterers are available, and with the permission of the RMA, caterers may use the small kitchen for water and washing a small number of serving items. Food and beverages are not allowed in the Mansion's east parlor museum rooms. Floors must be protected from condensation, such as ice chests. Care is to be taken to prevent abrasion or staining of floors, walls and fabric surfaces.

Music and Amplification

The Mansion does not provide musical instrumentation or amplification systems. Any music volume must adhere to the city ordinance standards and is not the responsibility of the RMA. Additionally, usage of bands, DJ's and karaoke require prior approval of the RMA.

Electricity

There are electrical outlets available in various locations throughout the Mansion: however, there is limited electrical power outdoors. Use of power cords/extension cords need to follow general safety guidelines and must be coordinated with Mansion personnel.

Restrooms

There is a men's and a women's restroom located on the ground floor of the Mansion. The restrooms are not handicapped accessible. Chemical toilets, provided by an outside vendor, may be utilized with prior RMA approval. The Mansion is not responsible for delivery/removal or damage of chemical toilets. Chemical toilets must be placed as to not damage the Mansion lawn or gardens.

Parking

The Mansion does not have a designated parking area. Street parking is available around the building.

Flowers, Bushes and Trees

The Mansion does not provide flowers. Flowers grown on Mansion grounds are not to be cut or picked under any circumstances. Bushes and trees may not be tampered with. Cut flowers are provided by renter and removed at the conclusion of the event.

Games

Activities that do not damage the grounds/buildings of the Mansion may be played with the prior approval of the RMA.

Photography

The Mansion does not provide photographers. Photos are allowed in the open rooms of the Mansion or on the grounds. Use of museum rooms for photos is possible. There will be an additional charge for use of these rooms for photos. Photography that is not part of a rental agreement will be subject to a fee per the RMA fee schedule.

Open Flames

Only drip less candles enclosed in protective holders are allowed inside the Mansion. Candles and tiki torches are allowed outdoors as long as placement will not damage Mansion property. Appropriate care shall be taken with the use of any open flames. Bonfires, fire pits and burning are not allowed on the Mansion property.

Decorations

The Mansion does not provide decorations. Moving of existing Mansion materials may be permitted with prior RMA approval and may be handled by Mansion personnel. Decorations cannot be taped, nailed, stapled, thumb-tacked, screwed, pinned, glued or fastened to any windows, woodwork, or any Mansion property. Outdoor decorations must be hung in a way that does not damage trees, landscaping or buildings. All decorations and the items used to attach them must be removed from the Mansion grounds at the conclusion of the event.

Children

Children must remain under the direct supervision of an adult at all times.

Animals

Guide animals are the only animals permitted on the grounds or in the Mansion.

Alcoholic Beverages

Only wine, champagne, bottled or canned beer and wine coolers may be allowed during the events with prior RMA approval, proof of insurance and special event permits as dictated by applicable city, county and state regulations. Renters and caterers serving allowed alcoholic beverages must have necessary permits and proof of insurance filed with the RMA. All liquor laws must be adhered to and no person under the age of 21 shall be served alcohol under any circumstances. Alcohol shall not be sold. The RMA reserves the right to deny approval of the event if within 14 days of the event if the appropriate permits are not provided to the RMA. If any individuals at the special event become disruptive, the RMA personnel on duty are authorized to order them to leave or see that they are removed.

Clean-Up

Clean-up is the responsibility of the renter and must take place directly after the event. Food and drink trash must be collected and removed immediately by renter/caterer using their own trash liners. Renters will be responsible for additional trash removal costs if incurred. More clean-up time may be allowed with prior approval of RMA personnel. The renter/caterer must leave the property in its original condition. Trash dumpsters are located outside the caretakers' cottage (Visitor Center) by the alley.

Emergencies

The Reddick Mansion is equipped with fire alarms and fire extinguishers. A telephone is located in the Mansion office and may be used in the case of an emergency. Additionally, a first aid kit, flashlight and emergency numbers are located in the upper kitchen cabinet near the sink. Reddick Mansion personnel will also be on site to assist should an emergency arise.

Storage

Storage space is not available at the Reddick Mansion. Under no circumstances does the RMA assume responsibility for materials left in the building or on the premises.

Prohibitions

- *Use of illegal substances is strictly prohibited.
- *No climbing on Mansion buildings, trees or fence.
- *No guns, ammunition or pyrotechnics allowed.

Mansion personnel will monitor events at all times and have the authority to stop any unauthorized activity. Violations of any rules may result in the immediate termination of the rental agreement and the expulsion of the renter and guests as well as forfeiture of **any money paid including the money paid as a security deposit.**

Damages

Any damage to the building, equipment, or property must be reported immediately to the RMA personnel on duty. Under no circumstances should any individual or party attempt to repair or clean any damage suffered to the facility or grounds. All damage costs, as determined by the RMA, will be borne by the renter under whom the damage was sustained. The security deposit will be returned after inspection of the space used.

Exceptions

Any exceptions to the rental policy and rules shall be approved in advance and in writing by the RMA Board of Directors.

Renter Liabilities

Renters are charged with the responsibility of adhering to the policies outlined above. The applicant agrees to indemnify and hold harmless the Reddick Mansion Association from any claims which may arise from accidents or injuries to participants or persons connected with the use of the facilities at the Reddick Mansion.

Fees and Billing

Full payment is due no less than two weeks prior to the event.

Questions

Call the Mansion at 815-433-6100 for additional information. If no one is available, please leave a message and someone will return your call.

Approved by the Reddick Mansion Board August 09, 2012