

## Details for Rentals of Building and Grounds:

### Ground Floor Meeting Rooms

This space consists of **three adjoining rooms** on the ground floor, which can be divided with folding doors, in the historic “working” area of the Mansion, with ready access to the bathrooms and a nearby kitchen. Holds about 60 people lecture style, or 6 tables seating about 40-45. Holds about 32-44 people at card tables. Useful for meetings, showers, card parties, etc.

**Use of three ground floor rooms:** 4 hours.....\$100.00      Up to 6 hours.....\$125.00

**Use of two ground floor rooms:** 4 hours.....\$75.00      Up to 6 hours.....\$100.00

**Use of one ground floor meeting room** for a small group of about 16 (with tables) or up to 25 people (chairs only):  
4 hours.....\$55.00      Up to 6 hours.....\$70.00

- While the Mansion provides the tables and chairs, the renter is responsible for setting up and putting away the tables and chairs used. A vacuum is available to use on the carpet when the event has concluded.
- Coffee pots and ice water pitchers are included with the rental of the meeting rooms. You must provide the ice, disposable cups, coffee, tea, napkins, condiments, etc.
- Table linens may be rented as follows: Up to 5...\$30.00      More than 5...\$35.00  
The rental fee covers the cleaning cost of the linens.
- Any use of the kitchen for food service, either catered or provided by the renter, will require a \$50.00 rental fee. This includes the use of the refrigerator, oven, sink, etc.
- Failure to leave the kitchen as found will result in an additional \$50.00 cleaning charge.

### Second Floor (Mansion's Main Floor) Restored Meeting Room:

There is an elegant restored meeting room on the Mansion Main Floor (1 floor above ground floor) with hardwood floors, carpets, elaborate ceiling moldings, and decorative marble fireplace. It holds up to 75 people lecture style with chairs and a lectern, or 4 round tables of 8 can be used. Space rental includes the large room and a serving area. Bathrooms are on the ground floor, down one flight (which has a chair lift). *The same conditions listed above apply to the rental of this room.* The rental fees are:

**4 hours.....\$200.00**

**6 hours.....\$300.00**

Food and drink can be served only in the upper meeting room itself, (not the restored parlors), but one ground floor room could be included for breaks, and snack and beverage service, for \$50.00.

Note: The hallway and center parlor may be opened for general breaks and conversation, but food and drink must stay in the meeting room only. Spilled food and/or drink in the hall or parlors will result in a charge to cover entire cost of cleaning and restoration.

**Use of this space for a wedding, ceremony or reception, would be \$550.00 for 4 hours and include access to rooms for the bride, as well as the bridal party and 2 hours another day for rehearsal. In addition a \$100.00 refundable, security/cleaning charge will apply.**

## **Grounds Use for Weddings, Receptions, Parties:**

Any part of the building's meeting rooms and grounds can be rented for weddings and similar parties.

### **Weddings on the grounds:**

**Weddings, outdoor only**, involving only the use of Reddick chairs, and any decorations brought in by the family. The use of **two interior rooms** on the ground floor for prior use by the wedding party, and bathrooms throughout the event, is included in grounds rental for a wedding. *(Use of the interior grand stairway for photos is permitted for a fee, if not in use by other rentals.)*

**4/6 hours .... \$550.00**  
With kitchen: add \$50.00

### **Weddings/Receptions with tents:**

Tents and small dance floors may be used for weddings/receptions at the expense of the renters. All decorations, tables and chairs are the responsibility of the renters. Reddick Mansion chairs are available and can be used, but must be returned to the interior storage following the event.

Tents may not be erected earlier than the afternoon of the day before the event, and must be removed the day following. If there is no other rental using the grounds, morning may be used for tent installation, and removal can wait until Monday. Multiple tents are permitted, and the entire exterior is included.

**Use of the grounds, two ground floor rooms prior to the ceremony, ground floor restrooms, and access to interior stairway for pictures at an additional fee will be allowed.**

*One 4 hour day: \$550.00*

Extra days for erection/installation/removal of tents and decorations: **\$100** (total additional)

Use of the interior of the ground floor, and second floor meeting rooms (for any purpose other than the use of two ground floor rooms provided for the wedding party prior to the ceremony) are additional cost according to the schedule provided. (ie...For any food or drink service indoors, the additional rental fees apply.)

For the comfort of more than 75 guests, additional restroom facilities should be provided at the lessor's expense.

### **Grounds for Parties, Gatherings, etc.:**

The grounds may be rented for parties, gatherings, etc. The Reddick chairs and tables may be used. See the policy above if a tent is to be erected. It is highly recommended that a tent, chairs, and tables be rented for the occasion, especially if there is inclement weather. The charge is as follows:

**4 hours .... \$100.00** With kitchen: add \$50.00

**Photo Sessions Only:** Interior and Exterior use: 1 hour **\$55.00**      2 hours **\$100.00**

**Security/cleaning deposit:** \$100.00 is required as a security deposit. This is refunded upon inspection.

# Contract Signatures Page

**Rental Date** \_\_\_\_\_ Hours \_\_\_\_\_ to \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ Wedding (*Indoor/Outdoor*) \_\_\_\_\_ Shower (*Baby/Wedding*) \_\_\_\_\_ Meeting  
(Circle) (Circle)  
\_\_\_\_\_ Other Specify: \_\_\_\_\_

**Expected Number of People:** \_\_\_\_\_ **For weddings only:** Rehearsal date \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

**Tables needed:** Yes/No - How many? \_\_\_\_\_ Round \_\_\_\_\_ Rectangle **Linens needed:** Yes/No

**Chairs needed:** Yes/No - How many? \_\_\_\_\_ **Kitchen needed:** Yes / No

**Total of Rental Fees from Worksheet:** \$ \_\_\_\_\_ **Deposit required:** \$ \_\_\_\_\_

*There is a discount for non-profits of 20% on all fees.*

*A deposit of \$100.00 is due upon contract signing, or the full rental amount for those rentals which total less than \$100.00. The entire balance is due not less than 30 days prior to the event. Cancellation less than 30 days prior to the event will result in forfeiture of the deposit and 75% of total fees paid. (25% of fees paid OVER AND ABOVE THE DEPOSIT AMOUNT will be refunded*

**Balance due:** \$ \_\_\_\_\_ on \_\_\_\_\_ **Paid in Full:** \$ \_\_\_\_\_ on \_\_\_\_\_  
(Date) (Date)

I/We have read the Procedures and Regulations and agree to all terms as set forth in the documents in the rental package. Lessee agrees to return the premises to the possession of the REDDICK MANSION ASSOCIATION on or before the time specified, in the same or better condition as when rented. Lessee shall hold harmless the REDDICK MANSION ASSOCIATION from any liability whatsoever in connection with the event to be held per the terms of the agreement.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Please print:**

Name: \_\_\_\_\_

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

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

Phones: \_\_\_\_\_  
Cell Home

E-mail: \_\_\_\_\_

Reddick Mansion Association agrees to make available to Lessee the specified portions of the Reddick Mansion and Building and Grounds, for the hours and on the date specified above.

Signed for: Reddick Mansion Association  
100 W. Lafayette Street  
Ottawa, IL 61350  
815-433-6100

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Failure to abide by the procedures and conduct requirements could result in the expulsion of the offender from the Mansion grounds or premises.

**Worksheet for Rentals** Name \_\_\_\_\_ Date and Event \_\_\_\_\_

Space Description	4 Hours	Amount	6 Hours	Amount
<b>Ground Floor - 1 room</b>		\$55.00		\$70.00
<b>Ground Floor - 2 rooms</b>		\$75.00		\$100.00
<b>Ground Floor - 3 rooms</b>		\$100.00		\$125.00
<b>Kitchen use (Catered or provided by renter)</b>		\$50.00		\$50.00
<b>Main (2nd) Floor Meeting Rooms</b> (2 rooms plus service area)		\$200.00		\$300.00
<b>Kitchen use (Catered or provided by renter)</b>		\$50.00		\$50.00
<b>Main Floor for Wedding</b> <i>Includes access to a staging room for the bride and a staging room for the bridal party and 2 hours for another day for rehearsal/set up. (TOTAL of 6 HOURS) A \$100.00 refundable, security/cleaning charge will apply, payable on day of rental. Refund to be determined within 7-10 days after the event.</i>		\$550.00		\$550.00
		4 hours on day of wedding 6 hours total		4 hours on day of wedding 6 hours total
<b>Grounds for event</b>		\$100.00		\$100.00
<b>Grounds for wedding</b> <i>(Same terms apply as for an indoor wedding.)</i>		\$550.00		\$550.00
<b>Both main floor and grounds for wedding</b>		\$900.00		\$900.00
<b>Use of kitchen for all weddings/outdoor events</b>		\$50.00		\$50.00
<b>Grounds / Interior photo shoots</b>		1 hour \$55.00		2 hours \$100.00
<b>Use of Linens for any Event</b> <i>Includes rental and cleaning fee</i>		Up to 5 \$30.00		More than 5 \$35.00
<b>Security Fee for Weddings</b> <i>A \$100.00 refundable, security/cleaning charge will apply, payable on day of rental. Refund to be determined within 7-10 days after the event.</i>		\$100.00		\$100.00

Please review all parts of the requirements and contract, and put check marks in the appropriate columns for the parts of building and/or grounds you wish to rent.