

cedarhurst
CENTER FOR THE ARTS

SPECIAL EVENT RENTALS

SPECIAL EVENTS TAKE PLACE WEEKDAY EVENINGS BEGINNING AT 5:00 PM, AND WEEKENDS (SAT & SUN)

Welcome to Cedarhurst facilities!

Located in Mt. Vernon, Illinois, Cedarhurst Center for the Arts is a cultural mecca spread over 80 acres. Our beautiful buildings and picturesque campus create the perfect setting for all types of events, and Cedarhurst helps to make each one unique and memorable.

Museum facilities have welcomed weddings, Christmas parties, class reunions, baby showers, and more. Four venues offer different style and sizing capacities - from 10 to 400 - and our friendly events team helps ensure your event comes to life just the way you planned.



Learn more about our venues, rates, and availability:

Courtney Kabat, Director of Visitor Engagement
618-242-1236 ext. 222 | courtney@cedarhurst.org
cedarhurst.org/facility-rental



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Our venues

Planning a celebration? We are here to help welcome your guests in style!

Cedarhurst has three rental space options perfect for special events. All rentals include table and chair setup, sound systems and projector (where available), on-site parking, and on-site event coordinator.

MITCHELL MUSEUM, p3

Classic marble columns create a stunning visual as you enter the Cedarhurst campus, and a contemporary expansion added in 2008 provides open spaces and state-of-the-art amenities. Accommodates events up to 400 people.



SCHWEINFURTH HOUSE, p4

This contemporary home is open and spacious. Tucked at the north end of the Cedarhurst Campus and surrounded by wooded areas, the Schweinfurth House offers ample privacy. Accommodates events up to 150 people.



MITCHELL HOUSE, p5

This historic home belonged to Cedarhurst founders John and Eleanor Mitchell, and their charm and style radiates throughout. Accommodates events up to 75 people.



SCULPTURE PARK, p6

Referred to as the outdoor gallery at Cedarhurst, this 80-acre park features more than 60 large-scale sculpture, two ponds, wooded areas, and walking trails. Accommodates events of all sizes.



POLICIES AND PROCEDURES, p7-11

RENTAL CONTRACT, p12

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ABOUT THE VENUE

The Mitchell Museum's classic marble columns create a stunning visual as you enter the Cedarhurst campus, and a contemporary expansion added in 2008 provides open spaces and state-of-the-art amenities inside. Rental of the Mitchell Museum at Cedarhurst includes the Grand Corridor with sky-high ceilings, Performance Hall featuring a full wall of windows, and a Back Patio area looking out into the sculpture park.

CAPACITY

Performance Hall

250 seated dinner
400 cocktail reception

Grand Corridor

100 seated dinner
150 cocktail reception

Back Patio

80 seated dinner
125 cocktail reception

BUILDING AND RENTAL AMENITIES

Table and chair setup - includes long tables (8 ft), round tables (60 in), and bistro tables (36 in)
On-site parking for up to 100 vehicles
Commercial kitchen
25-foot stage
2 10-foot projector screens, 4k capabilities
Sound and light systems
Wifi capabilities
Dressing rooms

* Renter coordinates catering and decor

MITCHELL MUSEUM

BASE PRICING

\$3,500 Full day
Up to 10 hours
Events end by 10:30 pm
Vendors offsite by 12 pm
\$2,000 Half day
Up to 4 hours

ADD-ON AMENITIES

\$500 Prior day rehearsal
and/or decorating
Building privileges til 7 pm

\$500 Additional venue -
utilize our on-site Mitchell
House or Schweinfurth
House for a dressing suite

\$100 Ceremony in park

\$200 Clean up crew - Let
museum staff take down
decorations and package
for next-day pickup

\$15/each Table linens -
available in black or white

\$5/each Place Setting

Varies Gallery access/tours
(subject to availability)

*** This building and all galleries
are open to the public Tuesday
through Saturday 10 am to 5 pm
and Sunday 1 to 5 pm*



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ABOUT THE VENUE

Tucked at the north end of the Cedarhurst campus, this contemporary home is open and spacious. Visitors enter into a glass atrium with long, spacious rooms on either side, adorned with artwork. The dining room features a fireplace and glass doors that open to a deck and water feature. Separate living quarters create dressing areas or "back of the house" space during events. Surrounded by wooded areas, the Schweinfurth House offers ample privacy. The space is intimate but also convenient, with wide doorways, multiple restroom facilities, and back yard with small stage, pond, and multiple sculpture within view.

CAPACITY

Indoors

100 seated dinner
150 cocktail reception

Back Lawn

150 seated dinner
250 cocktail reception

BUILDING AND RENTAL AMENITIES

Table and chair setup - includes long tables (8 ft), round tables (60 in), and bistro tables (36 in)
On-site parking for up to 32 vehicles
On-site kitchen
Dressing areas
1080p projector and 7-foot screen
Sound system
Wifi capabilities
Multiple restrooms
Outdoor area with pond

SCHWEINFURTH HOUSE

BASE PRICING

\$1,000 Full day
Up to 10 hours
Events end by 10:30 pm
Vendors offsite by 12 pm
\$500 Half day
Up to 4 hours

ADD-ON AMENITIES

\$250 Prior day rehearsal and/or decorating
Building privileges til 7 pm
\$500 Additional venue - utilize our on-site Mitchell House for a dressing suite
\$100 Ceremony in park
\$150 Clean up crew - Let museum staff take down decorations and package for next-day pickup
\$15/each Table linens - available in black or white
\$5/each Place Setting

** Renter coordinates catering, decor, and beverage service (optional)*



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ABOUT THE VENUE

This historic home belonged to Cedarhurst founders John and Eleanor Mitchell, and their charm and style radiates throughout. Tall white columns create a stately impression as guests walk up to the front door and enter into an open foyer. Go left to enter the dining room or right to enter the open living areas complete with stone-lined gas fireplace. Both areas open up to the spacious back patio and well-kept lawn, making this the perfect venue for indoor/outdoor events.

An onsite kitchen with two refrigerators offers ample prep space for events and connects to an extra room that provides "back of the house" space during events.

CAPACITY

Indoors

40 seated dinner
75 cocktail reception

Back Patio

50 seated dinner
100 cocktail reception

Back Lawn

160 seated dinner
300 cocktail reception

BUILDING AND RENTAL AMENITIES

Table and chair setup - includes long tables (8 ft), round tables (60 in), and bistro tables (36 in)

On-site parking

On-site kitchen

Wifi capabilities

Working gas fireplace

Outdoor patio, partially covered

MITCHELL HOUSE

BASE PRICING

\$600 Full day
Up to 10 hours
Events end by 10:30 pm
Vendors offsite by 12 pm

\$300 Half day
Up to 4 hours

ADD-ON AMENITIES

\$250 Prior day rehearsal and/or decorating
Building privileges til 7 pm

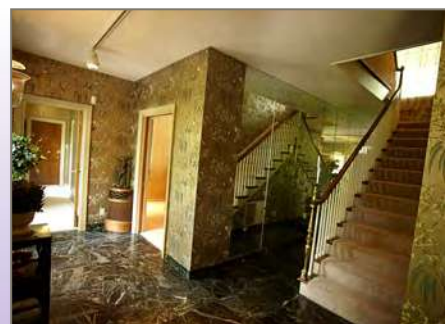
\$100 Ceremony in park

\$100 Clean up crew - Let museum staff take down decorations and package for next-day pickup

\$15/each Table linens - available in black or white

\$5/each Place Setting

** Renter coordinates catering, decorating, and beverage service (optional)*



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ABOUT THE VENUE

Referred to as the outdoor gallery at Cedarhurst, the 80-acre Goldman-Kuenz Sculpture Park at Cedarhurst features more than 60 large-scale sculpture. The park also boasts several walking trails, wooded areas, two ponds, and abundant wildlife.

There are several event sites within the park. From intimate ceremonies to large celebrations, the park creates a perfect backdrop for events big and small.

CAPACITY

Determined by event location

BUILDING AND RENTAL AMENITIES

More than 60 large-scale sculpture on site
Walking trails
Ponds

** No setup provided, just our beautiful sculpture park and building facades*

SCULPTURE PARK

BASE PRICING

EVENTS <75 PEOPLE

\$500 Full day
Up to 10 hours
Events end by 10:30 pm
Vendors offsite by 12 pm
\$250 Half day
Up to 4 hours

EVENTS >75 PEOPLE

\$800 Full day
Up to 10 hours
Events end by 10:30 pm
Vendors offsite by 12 pm
\$400 Half day
Up to 4 hours

ADD-ON AMENITIES

\$150 Prior day rehearsal
and/or decorating
Grounds privileges til 7 pm
\$100/hour Building access
for use of restrooms,
kitchen, etc.

** The Sculpture Park is open to the public Tuesday through Saturday 10 am to 5 pm and Sunday 1 to 5 pm*



CEDARHURST RENTALS

POLICIES AND PROCEDURES

Cedarhurst Center for the Arts is pleased to offer you the use of our available facilities for educational, social, and business event purposes. As a museum, our facilities offer a unique backdrop to any event. And because we are a museum, we have the responsibility to protect the works of art at hand. The following regulations are to ensure clear communication between Cedarhurst and Renter(s), safety of our visitors, and protection of artworks.

AVAILABILITY AND SCHEDULING

A request for an event reservation does not guarantee availability. If the requested date is available, Cedarhurst staff will place a tentative, two-week hold on that date. If this date is not confirmed within the two-week hold period by deposit and signed contract, the date will be released.

Consideration for each request is based upon the timing of the event in relation to Cedarhurst's activities and current availability. It is recommended that you reserve your rental at least 12 weeks in advance. Rental reservations will be accepted as early as 18 months from the event date. No rental shall extend after 12 midnight, including necessary clean up and take down time.

Cedarhurst will not rent facilities for political events, events endorsing a candidate actively running for public office, campaigning purposes, and fundraising events for other arts organizations. Cedarhurst will not rent facilities for events conducted by minors.

Cedarhurst reserves the right to refuse rentals on the basis of availability, safety, or content of the proposed event as it pertains to the Museum's overall mission or standards of quality as determined by Cedarhurst representatives. Any exceptions will be considered on a case-by-case basis.

DEPOSITS, BILLING, AND PAYMENTS

In order to confirm an event reservation, a non-refundable deposit* is required in the amount of 50% of the total quoted rental fees or \$500, whichever is less. This deposit will be applied to the remaining balance billed after your event. Failure to submit the deposit within the two-week hold period will result in the cancellation of the event reservation. Renter must provide a valid credit card number to keep on file for any damages incurred during the rental, and Cedarhurst reserves the right to recover any actual damage, repairs, or replacement. The card will not be charged for the remaining rental balance unless instructed to by Renter.

CEDARHURST RENTALS

POLICIES AND PROCEDURES, cont.

An expense estimate, detailed in an addendum to the Rental Contract, will be provided to Renter no more than two weeks after a deposit is received. The cost estimate is based on initial needs and requests and is subject to change throughout the planning process. Actual expenses - including the base rental rate, add-ons, and any additional fees - will be billed following the event.

Payments can be made by check or credit card – checks are payable to Cedarhurst Center for the Arts. Final payments are due within 10 days of receipt of invoice, following the event. Returned checks are subject to a \$25 fee plus all bank charges.

CANCELLATIONS AND CHANGES*

Cancellation of event by Renter will result in forfeiture of initial deposit. In order to receive a refund of any payments paid above the initial deposit, a letter of cancellation must be received more than thirty (30) days prior to event.

To accommodate a change of date, a written request must be received by Cedarhurst 30 days prior to the event, and Renter must pay a change fee equal to 25% of rental cost or \$500, whichever is less.

It is understood and agreed upon that should Renter's event be prevented by natural disaster, health crisis, or any other cause beyond human control, Cedarhurst shall retain the deposit paid by Renter as liquidated damages. Please note Cedarhurst staff will make every effort to accommodate renters and their guests in the event of inclement weather but cannot offer a refund or alternative rental facility if the event must be cancelled due to severe or inclement weather. When renting facilities for outdoor events, we recommend Renter reserve an additional facility or provide for tents in case of inclement weather.

Cedarhurst may, at its discretion, terminate this Agreement for any reason. In the event the museum exercises its right to terminate for any reason other than default by Renter on this agreement, the museum shall refund 100% of initial deposit and any additional payments made. If Cedarhurst must terminate the Agreement due to an act of God or occurrence outside its immediate control, Cedarhurst will refund the initial deposit and any additional payments made, less a \$100 processing fee. If Cedarhurst terminates the agreement due to default by Renter on this agreement, Cedarhurst shall have no liability to Renter, and Renter shall pay unrecoverable expenses incurred by Cedarhurst including attorney's fees.

*COVID-19 Policy: If government restrictions related to the ongoing COVID-19 pandemic force cancellation of an event, Cedarhurst will refund the initial deposit and any additional payments made, less a \$100 processing fee.

CEDARHURST RENTALS

POLICIES AND PROCEDURES, cont.

CONDUCT AND SECURITY

Renter is responsible for the conduct of its representatives and guests while at Cedarhurst, which includes, but is not limited to, the responsibility for the care of the facility, care of artworks, and concern for the patrons. Safety regulations shall be in accordance with local, state and federal regulations and shall be enforced by Cedarhurst staff.

Guests must remain in the designated rental space and parking areas. Cedarhurst will indicate the square footage and capacity requirements for each rental venue. Cedarhurst complies at all times with all city/county fire ordinances and health guidelines and will not allow rental events to exceed fire/health code capacities. It is Renter's responsibility to be aware of the applicable capacity for the event and to ensure that it is not exceeded.

During all events, there will always be at least one Cedarhurst employee on duty. Cedarhurst has the right to retain additional staff and/or security for any event for which it is deemed necessary to ensure the safety of Cedarhurst venues and collections. This decision is made at the sole discretion of Cedarhurst staff. Cedarhurst will provide additional staffing and security for an additional fee of \$25/hour per employee. Cedarhurst staff shall have complete and total access at all times and in all areas of the facility during the term of this agreement.

DECORATIONS AND SET UP

Cedarhurst venues are museums, and we must place restrictions on event times and decorations to preserve and care for our collections, facilities, and visitor experience.

The Mitchell Museum and Goldman-Kuenz Sculpture Park are open 10 am to 5 pm Monday through Saturday and 1 to 5 pm Sunday. Facility hours and exhibition displays may not be interrupted or modified for rental events.

Renter should meet with Cedarhurst two weeks prior to event to determine final arrangements and setup. Renter is to provide Cedarhurst with a complete vendor list (including phone number) and delivery schedule at least one week prior to event. Rental equipment and its placement is subject to the approval of Cedarhurst to ensure Cedarhurst collections and facilities are not put at risk.

Cedarhurst staff will set up all tables and chairs for Renter and be responsible for lighting, heating and cooling, and will be on duty for security and building maintenance purposes.

Cedarhurst does not allow smoke or bubble machines, candles and open flames, decorating with paint, artificial snow, straw, hay, and glitter. The use of tape or other adhesives, nails, tacks, screws or similar articles on walls, floors, or ceilings is not permitted. Tents are allowed, but location must be approved by Cedarhurst.

All decorations must be installed without defacing the building and shall be subject to the supervision and approval of Cedarhurst staff. Objects on exhibit shall not be touched or moved under any circumstance. Arrangements and decorations may not be placed in any manner that block fire exits or impedes visitor traffic flow.

CEDARHURST RENTALS

POLICIES AND PROCEDURES, cont.

CLEAN UP AND TEAR DOWN

All decorations, food, and equipment must be removed on the day of the event, or have previously scheduled pick-ups scheduled for the following business day. Cedarhurst does not coordinate the receiving or returning of rental items. Failure to remove all decorations, food and equipment will result in a \$300 fee.

The time scheduled for the event in the agreement includes the clean-up time. It is the responsibility of the renter to make arrangements with the caterer and other third parties to meet this deadline. If the event exceeds the time stipulated, an additional rate of \$500/hr - Mitchell Museum, \$125/hr - Schweinfurth House, \$75/hr - Mitchell House, and \$125/hr - Sculpture Park will be charged and billed to the credit card on file for the event.

All caterers must follow the cleaning checklist and instructions provided by Cedarhurst and outlined in the Cedarhurst Catering Policy.

MARKETING

Except to indicate the location of the event, Renter shall not use the name or logo of Cedarhurst to promote the event without the express written consent of Cedarhurst. Under no circumstances may the Renter imply that Cedarhurst supports or endorses a cause, group, or program without the express written consent of Cedarhurst.

Cedarhurst does not provide mailing lists, marketing, or publicity for events. Cedarhurst does not have any public relations responsibility for any group, nor does it have any responsibility for generating an audience for any event occurring in the rented venue.

CONTRACTED LABOR AND ENTERTAINMENT

Cedarhurst provides the venue, tables, and chairs for event, as well as any add-on amenities selected by Renter. Renter will make all arrangements and agreements with third-party contractors such as caterers, planners, photographers, and entertainers, unless other arrangements are specified in the contract. Renter is to provide Cedarhurst with a complete vendor list (including phone number) and delivery schedule at least one week prior to event.

Renter may contract with any caterer. If selected caterer is not on Cedarhurst's approved vendor list, they must read and sign Cedarhurst's Catering Policy before serving at Cedarhurst venues. Renter's caterer is responsible for clean-up related to food service and kitchen use, including any use of Cedarhurst china, silverware, glassware, etc. Cedarhurst reserves the right to determine the areas where food and beverage service is permitted.

CEDARHURST RENTALS

POLICIES AND PROCEDURES, cont.

Cedarhurst requires caterers to provide proof of liability insurance. Cedarhurst has the right to require similar proof of insurance from any other independent contractor who will be on museum grounds before, during, or after the event, and Cedarhurst has the right to refuse to allow the renter to use any independent contractor who cannot provide satisfactory proof of insurance

ALCOHOL

Cedarhurst allows alcoholic beverages at rental events in accordance with specified guidelines.

All events held at the Mitchell Museum venue will utilize Cedarhurst bar services and selections based on current inventory. Cedarhurst will coordinate BASSET certified bartenders and provide disposable drinkware (renters can upgrade to glass for \$0.50 per guest) for a fee of \$55/hour. One bar staff is required for every 75 guests. Cedarhurst reserves the right to adjust the necessary number of bar staff at Cedarhurst's discretion. An open bar can be offered to guests at the Renters expense and Renters receive a 25% discount on alcohol pricing when incurring full cost of bar for their event.

Events held at the Schweinfurth House and Mitchell House venues, and events with less than 75 people in the Sculpture Park, have the option to provide and serve their own alcohol for a \$75 fee.

Cedarhurst and BASSET certified bartenders comply with all applicable state and federal laws pertaining to the serving of alcoholic beverages. Cedarhurst does not serve alcohol to minors and will not serve alcohol at events in which the majority of attendees are younger than 21 years of age.

DAMAGES AND LIABILITY

Cedarhurst recommends Renters obtain their own liability insurance. Cedarhurst is not responsible for loss or damage to equipment or property owned by the Renter, its agents, employees, audiences, or guests.

In the event of damage resulting from Renter's event to Cedarhurst collections, facilities, or grounds, Cedarhurst reserves the right to charge a fee to the credit card on file following the event to cover damages. This provision is not meant to constitute the only remedy to Cedarhurst.

Renter agrees to save, defend, and hold harmless Cedarhurst Center for the Arts, The John R. and Eleanor R. Mitchell Foundation, and its agents/employees for any and all claims for damage or injury (including death) and property damages arising from Renter's use or occupancy of a Cedarhurst venue or any activity conducted by Renter on Cedarhurst property.

CEDARHURST RENTALS

RENTAL CONTRACT

RENTER INFORMATION

Name _____
Address _____
E-mail _____ City _____ State _____ Zip _____
Phone _____

EVENT INFORMATION

Date/Time _____ Attendance _____
Venue _____ Base Price _____
Add-ons _____
Details _____

BILLING INFORMATION

Deposit (non-refundable, deducted from final billing) Minimum due _____
Payment Amount _____ Date _____ Paid by ☐ check ☐ credit card
Cardholder _____
Number _____ Exp Date _____ CVV _____
Signature _____

*** Balance Due within 10 days after billing date**

APPROVAL

I have read the Policies and Procedures pertaining to Cedarhurst Rentals in pages 1-5 of this Document. By signing this contract I agree to accept the responsibilities outlined therein.

Name (printed and signed) *Date*

I have read the COVID-19 Policy stated in this document (page 2) and I agree to the terms specified.

Name (printed and signed) *Date*