



Board Approved 6-11-18

Oak Park River Forest Museum

FACILITY RENTAL POLICY

Oak Park River Forest Museum is now available for rentals. Rentals help support the Museum, a not-for-profit organization operated by the Historical Society of Oak Park and River Forest that receives no government funding.

Located in a designated Oak Park Landmark—the 1898 Cicero Fire House No. 2—at 129 Lake Street in Oak Park, the Oak Park River Forest Museum has exhibit galleries, a research center, offices, and storage for the collections of The Historical Society of Oak Park and River Forest. The facility has undergone a \$1 million renovation with private funding, making it a unique venue for special events.

The first floor, which is fully accessible, features original wood floors, walls and ceilings, reproduction light fixtures, and exhibits about Oak Park and River Forest. The second floor, which is currently reached only by climbing a flight of stairs, includes a kitchenette with refrigerator and microwave, a carpeted meeting room, and exhibits on the community’s history. Two firepole holes act as skylights between the two floors.

All rentals include 75 chairs, a podium, limited AV equipment, use of refrigerator and microwave, and use of the facility’s two restrooms (one on each floor; both are unisex with accessible fixtures). Two 4-ft. folding tables are also available for use during rental events. The Museum does not have storage space for early delivery of property and does not provide assistance in carrying supplies.

Rental activities are secondary to the Museum’s regular public hours of operation, currently Wednesdays through Saturdays between 11 a.m. and 4 p.m. Due to the ongoing exhibits and other museum activities, the space is best suited to small gatherings that would be enhanced in a unique historic structure. These include mixers, reunions, small cocktail parties, or milestone birthday parties that do not require a sit-down dinner, dancing, or similar entertainment.

No more than 100 guests may be allowed at any rental event. Rentals are subject to the approval of the Executive Director. Permission to use the museum for an event does not constitute an endorsement of the rental group’s policies or beliefs.

PRICING

The Oak Park River Forest Museum is a not-for-profit organization with a very small staff. We take pride in operating without tax-dollars. Rental fees assist with operating upkeep.

Daytime meetings and seminars

\$75 per hour for not-for-profit organizations and current (within the past year) donors of \$500 or more
\$100 per hour all others

Evening meetings and parties (After 4 p.m.)	\$100 per hour for not-for-profit organizations and current (within the past year) donors of \$500 or more \$150 per hour all others
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Minimum two-hour rental (includes set-up prior to and clean-up after event).

Events at which food or beverages are served will be assessed a \$100 cleaning fee; all other events will be assessed a \$25 cleaning fee.

A \$100 security deposit will be due when the contract is signed to reserve date. The money will be applied to rental fee and will be refunded upon cancellation with notice more than 30 days before event. The balance of the rental fee is due one (1) week in advance of the event.

CATERING, DECORATIONS, ENTERTAINMENT

Caterers and bartenders must be licensed by the Village of Oak Park and/or on an approved list maintained by Oak Park River Forest Museum. Vendors must name the museum as additional insured on certificate of liability, and provide a copy of it prior to the rental date. No direct sales of liquor are permitted at any event. If alcohol is served to guests at an event, food must also be available. No candles or open flames, glitter or confetti may be used during events. The Oak Park River Forest Museum is a nonsmoking facility.

The outside brick plaza may be used for events provided no alcohol is served or consumed outside. Renters must conform with all applicable village ordinances, including parking and noise limits.

All music, entertainment, and outside equipment must be discussed and approved by the Executive Director of the Oak Park River Forest Museum. No signs, decorations, or other materials may be attached to the walls, windows, or ceiling without permission.

Any costs associated with rentals other than the use of the space as described above are the responsibility of the renter.

SECURITY

The person who makes the application for the outside group must be present at the event.

The Museum will provide one staff member or volunteer to attend the event, answer questions, and assist as needed. This person is not available to serve food, move chairs, or do any other work associated with the rental event. This designated Museum representative has the final word during an event, and is the only individual authorized to make any technical or thermostat adjustments.

If a security guard is required by Oak Park River Forest Museum for a particular event, the renter will be responsible for that cost.