

# THE HEGELER CARUS MANSION SPECIAL USE AGREEMENT



## ***ABOUT THE MANSION***

The Hegeler Carus Mansion was built in 1874 for Edward and Camilla Hegeler and their family. Virtually unaltered since its completion more than a century ago, the Mansion is at once a family home, an example of high artistic achievement in architecture and interior design, and the site of historic accomplishments in industry, philosophy, publishing and religion. Visitors today experience the charm of a bygone era and the heritage of a fascinating family whose history is woven in tightly with that of the Illinois Valley and the United States, as well as internationally. The Hegeler Carus Foundation acquired the home in 1995 and began restoring it to its original grandeur in 2005.

## ***WHAT KIND OF EVENT CAN I HAVE AT THE HEGELER CARUS MANSION?***

Intimate gatherings of up to 40 guests take place in the grand rooms on the Main level of the house. We can accommodate larger events outdoors on the grounds of the Mansion. We have hosted weddings, showers, celebrations, concerts, family reunions, meetings, seminars, corporate retreats, social events, birthday parties, retirement parties, conferences, and company picnics.

***For the safety of guests and visitors, the horseshoe staircase and porch are currently off limits.***

***No exceptions.***

***EVENT RATES AND SCHEDULE - Effective September 1, 2018***

<b><i>Weekends and Holidays</i></b>	<b>4 Hours</b>	<b>6 Hours</b>	<b>8 Hours</b>
Hegeler Carus Grounds	\$1500	\$2000	\$2500
Hegeler Carus Mansion	\$2000	\$2500	\$3000
Hegeler Carus Mansion <b><i>and</i></b> Grounds	\$3000	\$3500	\$4000

***Weekdays - Monday – Friday***

Hegeler Carus Grounds	\$1000	\$1500	\$2000
Hegeler Carus Mansion	\$1500	\$2000	\$2500
Hegeler Carus Mansion <b><i>and</i></b> Grounds	\$2500	\$3000	\$3500

***Security Deposits***

***Balance is due 10 days prior to the event***

Mansion Grounds	\$250
Hegeler Carus Mansion	\$300
Hegeler Carus Mansion <b><i>and</i></b> Grounds	\$500

Weddings requiring the use of the Mansion will include private rooms for the bridal party and immediate family before the ceremony. Photography is allowed.

Events requiring the use of the grounds only will include the use of private rooms ½ hour before the event for \$100 and photography is restricted to the private rooms.

With prior approval, additional time for your event may be purchased at a rate of \$100 per hour. At least two Hegeler Carus Mansion staff members must be on site for the duration of the event as well as one hour before and one hour following the event.

The Mansion hosts only one event at a time. This truly gives your guests the feeling of privacy and creating your own signature event for the day.

We can accommodate small intimate gatherings or large lavish events.

Guests needing assistance can enter the Mansion and park at the north entrance to avoid stairs. Our elevator is just inside the north entrance to take guests to the Main floor of the house where your event will take place.

Please call ahead to arrange for an accessible parking space.

## ***EVENT POLICIES***

The Hegeler Carus Mansion is a National Historic Landmark. The house and all items within the house are of significant historic value.

Please be respectful of this when using the house for your event. We ask that you not touch, cover, move, or arrange furniture or decorative items in the Mansion. Furniture and decorative objects in the Mansion may not be moved except by prior permission. Decorations are prohibited unless previously approved and installed under the supervision of a Foundation representative.

Decorations are not allowed to be taped, tied, glued, or otherwise affixed to any wall, woodwork, fixture or furniture inside of the Mansion.

Rice, birdseed, petals, glitter, confetti, etcetera may not be used either inside the Mansion or on the grounds as they are difficult and costly to clean up. Balloons are not allowed in the house.

There will be at least two Hegeler Carus representatives present at all times to insure the safety of all guests and to assure that the facilities, grounds, and equipment are left undamaged. This designee is authorized to prohibit or control any activity which is not consistent with the goals of Hegeler Carus Mansion or which could cause harm to the house, grounds, or guests.

The representative(s) shall be responsible for opening and closing the building. They will also be responsible for interior set-up and tear-down and the supervision of exterior set-up and tear-down. The representative will not participate in the serving of alcohol or food.

Food and beverage service must be provided by a licensed and insured caterer. The names of intended caterers must be submitted with the Application for Special Use, must carry insurance, and must be approved by The Hegeler Carus Foundation. ***Groups may not cater events themselves.***

Dancing and amplified music are prohibited inside the Mansion. Amplified music on the grounds must adhere to City Ordinances.

The use of any red or purple beverages, such as grape juice or red wine, is also prohibited. White wine, champagne, beer, and light-colored non-alcoholic beverages may be served if caterer has proper proof of insurance. Liquor may not be sold at a cash bar.

All rental items, flowers, and food must be delivered and removed during the contract period.

Facility guests and caterers are responsible for set-up, take down, and clean-up of the areas which they use during the contracted period.

All items that are brought in must be taken out immediately following the party during the contracted hours. It is the contract party's responsibility to see that the caterers provide proper clean-up for all areas where they will be working.

Candles with open flames, sparklers, and all types of pyrotechnical devices are ***prohibited*** on the property.

The Hegeler Carus Mansion and grounds is a smoke free environment. Smoking is prohibited in the house and on the grounds.

Supplies and temporary furniture for all special uses must be delivered and picked up at the convenience of the Foundation.

All refuse must be removed from the site.

Please do not leave the Main floor or enter restricted areas of The Hegeler Carus Mansion. These areas are intended for staff use only. Limited use of the upstairs washroom and bridal party dressing rooms is permitted with written permission. Smoking, drinking, and food are prohibited in the upstairs area.

Guests are asked to conduct themselves in a dignified manner and are not allowed to possess or be photographed on the Mansion grounds with any alcoholic beverages or drug paraphernalia or to imply any level of intoxication. Nudity or implied nudity is also prohibited. Indecent gestures, language and symbols are not allowed. The Hegeler Carus Foundation reserves the right to deem any article of clothing, language, gesture, or action as inappropriate and not allow the event to continue.

Street parking is available for your guests. Accessible parking and catering parking is available and must be arranged prior to the event. Valet parking can be arranged with a licensed and insured service provider.

Posting of signs containing advertisements or announcements of any kind is strictly forbidden except for those holding a valid Special Event permit. These groups may display signs to identify their location, provided such signs are temporary and are removed at the end of the event. These signs may be no larger than 24" x 30" and are not to be attached to any tree, shrub, post, building, sign, gate, or any other structure.

The Mansion and its grounds may not be used for political or activist events or for fundraising events benefitting any individual or group other than the Foundation itself unless the group is a non-profit organization with prior approval from the Hegeler Carus Foundation.

Organizations and individuals using the Mansion shall assume full financial responsibility for any damage to the Hegeler Carus Mansion property or loss by the Hegeler Carus Foundation occurring as a result of or during the use of the Mansion property and for any personal injury that may occur during or as the result of such use.

Organizations and individuals using the Mansion and/or grounds shall indemnify, release, and hold the Hegeler Carus Foundation harmless from any and all costs, expenses (including attorney's fees), liabilities, demands, claims, suits, judgments, and settlements arising out of or related to the use of the Hegeler Carus Mansion and/or its grounds in any way, and any damage, injury or death arising out of or in any way relating to such use, including, but not limited to, negligence relating to the use of the Mansion and/or its grounds.

Any individual or group reserving the Mansion for an event must give a refundable damage deposit not less than 10 days before the date of the event. This deposit will be refunded after the building/grounds have been inspected following the event and within a period of not more than 10 days from the date of the event.

Proof of "special use" liability insurance must be on file with the Foundation 21 days prior to use. A certificate of insurance must be furnished, showing personal liability coverage with a single limit of not less than \$500,000 per occurrence for bodily and property damage. The Hegeler Carus Foundation must be listed as a named insured on the certificate of insurance.

All caterers must be licensed and furnish a certificate of insurance, showing personal liability coverage with a single limit of not less than \$500,000 per occurrence for bodily and property damage, 21 days prior to use. If alcohol is to be served, caterers must have liquor liability insurance of not less than \$1,000,000. The Hegeler Carus Foundation must be listed as a named insured on the certificate of insurance.

Reservations will be taken up to 18 months in advance of the desired date. All contracts must be signed by an adult 21 years or older.

Events that are scheduled and changed less than 30 days in advance of the event date will be subject to a service charge of \$75. Outstanding fees must be paid 10 days prior to the event date. Recognized organizations are not required to pay until seven days prior to use. Companies may make arrangements to be invoiced for charges. For explanation of fee schedule or to make an appointment to tour the facilities, call Dan Irvin, Site Manager at (815) 224-6543 or Tricia Kelly, Tour Director at (815) 224-5892.

In the event of a cancellation, The Hegeler Carus Foundation will retain at minimum a \$100 processing fee. If the facility is not rebooked for the secured date, The Hegeler Carus Foundation will retain the entire security deposit.

The Hegeler Carus Foundation is not responsible for lost, stolen, or damaged items, whether personal or rented.

All events are subject to approval by representative of the Hegeler Carus Foundation and are considered on a first come, first served basis.

Your event is important to us. We will do all that we can to see that the individuality of each party is maintained. Please keep in touch with a Hegeler Carus Foundation representative about your plans so that all information can be kept up-to-date. Keep in mind that our experiences with other events can be helpful to you during your planning stages.

**Thank you! We look forward to your event!**



# THE HEGELER CARUS MANSION

## APPLICATION FOR SPECIAL USE

***PLEASE COMPLETE THIS FORM AND SUBMIT IT AT LEAST 30 DAYS BEFORE THE DATE YOU WISH TO RESERVE.***

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Purpose of event \_\_\_\_\_

Date requested \_\_\_\_\_ Duration  4 hrs  6 hrs  8 hrs

Event start time \_\_\_\_\_ Additional hrs (\$100 per hour) \_\_\_\_\_

Estimated attendance \_\_\_\_\_ Time guests will arrive \_\_\_\_\_

Will food be served?  Yes  No Will alcoholic beverages be served?  Yes  No

Caterer's name (if applicable) \_\_\_\_\_

Caterer's Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Notes/Special Requests \_\_\_\_\_

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# THE HEGELER CARUS MANSION

## SPECIAL USE AGREEMENT

Having read the policies and regulations concerning the use of the Hegeler Carus Mansion as stated in the Special Use Agreement, I/we agree to abide by the Event Policies contained therein and assume responsibility for bodily injury or damage done to the building and its contents as a result of this proposed use, including any damage or misappropriation by me, members of my group or organization, or any individual who attends the event.

In consideration of the acceptance of my Application for Special Use of the Hegeler Carus Foundation property, I the undersigned, for myself, my heirs, executors, administrators, and assigns, and as authorized agent for and on behalf of my organization or individuals so applying, hereby waive and release any and all claims for damages, death, personal injury, loss of property, or property damage had or which may subsequently accrue to me, my heirs, executors, administrators, or assigns, or any organization on whose behalf I may be applying, discharge and release the Hegeler Carus Foundation, its officers, directors, agents, and employees, without limitation, from any and all liability arising out of or in connection in any way with participation in the special use of the Hegeler Carus Foundation property, and do hereby agree to indemnify and hold harmless the Hegeler Carus Foundation, its officers, directors, agents, and employees from any and all liability which may result from our special use of the Hegeler Carus Foundation property.

***For the safety of guests and visitors, the horseshoe staircase and porch are currently off limits. No exceptions.***

The person signing this agreement will be the sole contact for this event.

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Authorized Signature

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Hegeler Carus Foundation Representative

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Date

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Date

***FOR FOUNDATION USE ONLY***

Contact person \_\_\_\_\_

Event date \_\_\_\_\_ Event duration \_\_\_\_\_

Purpose \_\_\_\_\_

\_\_\_\_\_ Grounds only      \_\_\_\_\_ Mansion only      \_\_\_\_\_ Mansion and Grounds

Security deposit \$ \_\_\_\_\_ Date deposit received \_\_\_\_\_

Event fee \$ \_\_\_\_\_ Date balance paid \_\_\_\_\_

Certificate of insurance received \_\_\_\_\_ Certificate of insurance caterer received \_\_\_\_\_

Staff/volunteers assigned \_\_\_\_\_

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Additional Comments: \_\_\_\_\_

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